

## **School District No. 47 (Powell River)**

### **Class Specification**

## **THEATRE TECHNICAL DIRECTOR (3.13)**

### **DESCRIPTION**

Under the direction of the Max Cameron Theatre and Facilities Manager or designate, the Theatre Technical Director (the “TD”) will be required to ensure that the technical needs and expectations of all theatre clients are met. Due to the nature of this position, the TD will need to have maximum flexibility in scheduling working hours. The TD may participate in the planning and coordinating of all phases of stage operation and activities for the use of the theatre and will be responsible for the supervision of all technical theatre workers. The TD or an assigned designate must be present at all events when theatre equipment is being used or when the public is in the theatre.

### **DUTIES AND RESPONSIBILITIES OF THE TECHNICAL DIRECTOR:**

- Is responsible for security and access to the theatre and may act as the designated authority upholding the theatre’s policies and guidelines, in the Theatre and Facilities Manager’s absence.
- Supervises all technical theatre support workers. May assist with hiring and scheduling of casual theatre support workers.
- Is responsible to provide all technical services to school and community clients in the theatre.
- Is responsible to provide a safe and welcoming venue while ensuring the upkeep of the venue and its’ equipment.
- Participates in and may assist students, teachers, clients and staff in the setting up, operating and clearing of stage productions.
- Is responsible for the advance gathering and sharing of information with appropriate clients.
- Performs all duties with a high degree of initiative and with policy guidance from, and in consultation with, the Theatre and Facilities Manager.
- Sets a high standard of behaviour, a respectful attitude toward the facility, its equipment and its clients and maintains a dress code of show blacks for all performance crew.
- Maintains a safe workplace and oversees school and client emergency evacuation protocols for both audiences and those on-stage and back-stage, based upon theatre and school policy and in partnership with Front-of-House staff.
- Ensures that equipment is operating properly; advises immediate supervisor of major and minor equipment damage; performs minor maintenance, as required.
- Recommends lighting and sound equipment modification, in accordance with current developments in the industry, as well as installing apparatus to provide additional lighting effects
- Sets up equipment and apparatus and provides assistance as necessary to clients. He/she may provide additional operational information, as requested by immediate supervisor or client.

## **QUALIFICATIONS and EXPERIENCE**

### **Education**

- High school graduation
- Completion of an approved two year technology diploma in theatre and stagecraft
- Level 1 First Aid certificate
- WHMIS
- Personnel Lift Operators certificate preferred

### **Experience**

- Six years of experience in the role of theatre technical director with additional experience in other areas of technical theatre.
- Experience and familiarity with the safe operation of personnel lifts/elevated work platforms.
- Experience in the leadership and management of crews from 2 – 10 professional and/or volunteer workers.
- Experience working with both local and touring artists and productions.

### **Knowledge, Skills and Abilities**

- Demonstrated ability to effectively and co-operatively interact with all staff, clients, volunteers and students working within the theatre.
- Demonstrated ability to organize and prioritize workload.
- Extensive knowledge of theatre equipment, instruments and technological systems.
- Knowledge of the methods and practices in theatre operation.
- Knowledge of the hazards and safety precautions involved in the theatre equipment operations.
- High degree of computer literacy
- Knowledge of the design of lighting and sound systems.
- Knowledge of current development in theatre equipment.
- Knowledge of computerized theatre sound, video and audio visual equipment.
- Knowledge of the technical stage requirements of all types of theatrical productions, shows and presentations and a clear understanding of the techniques for using the materials, operating theatre equipment, control systems and tools required in these endeavours.
- Skills needed to install, test and maintain a variety of theatre lighting and sound equipment.
- Ability to operate theatre lighting and sound systems.
- Ability to work at heights with a fall-arrest system.
- Ability to install portable theatre lighting and sound systems.
- Ability to locate and identify malfunctions or defects in theatre equipment or related installations.
- Ability to work from plans, sketches, plots, oral or written instructions and to exercise judgment in determining techniques and methods to be used.
- Ability to communicate cooperatively with staff, students, teachers, clients, and all users of the theatre.
- Ability to work independently and as a team member.

June 2011