# TECHNICAL DIRECTOR - JOB DESCRIPTION

The Children’s Theatre of Annapolis (CTA) is a community-based, 501(c)3 non-profit organization that is dedicated to nurturing the growth and development of the love of theatre in children ages 5 to 18, through participation in all aspects of the theatrical experience, including performance, workshops, technical elements, community involvement, and apprenticeships.The theatre and offices are located near the Chesapeake Bay Bridge in Annapolis, Maryland. Celebrating more than 60 years of theatre arts and education, we currently produce 3 mainstage shows and support a variety of other events and rentals in our 276-seat proscenium theatre.

The Technical Director (TD) is a full time academic and administrative professional position reporting directly to the Executive Board of Directors. The TD’s responsibilities include leadership of a production cohort and functioning as part of a collaborative team with other administrative and technical staff, including the Executive Director, Theatre Operations Manager, and Education Director. The incumbent is primarily responsible for technical coordination and realization of set, lighting, and sound designs for projects in the mainstage season, summer camps, and education events in a timely manner and within allocated budgets, as well as for special events.

The TD directly serves CTA’s Mainstage Season and oversees the Scene Shop, taking an active role in builds and managing all volunteers and students working in the shop. The position of TD will oversee all technical aspects of production for mainstage productions (in a season of 3 mainstage productions, annually), and provide strategic support to special events in the theatre, modeling a professional approach to technical production and ensuring a safe and respectful work environment for student-centered learning and volunteer engagement in a tight-knit arts community. This will include interpretation of a design ground plan and/or rendering to produce technical drawings for construction. Using stock scenery as well as supervising the build of new scenery for production, the TD will oversee all construction practices and ensure the safety of performers and crew.

The TD will assess inventory and maintenance needs for equipment in the Scene Shop and theatre and will be directly responsible for implementing repairs or upgrades with suppliers as needed. The TD is responsible for ensuring that the mainstage (276-seat proscenium theatre) and technical equipment are operated and maintained in a safe manner and in compliance with safety policies and procedures.

The TD will be expected to create four (4) classes at a minimum throughout the fiscal year. This will include creation, lead and/or coordination of educational classes focused on Technical Elements. This will include classes focused on lighting and sound elements, as well as stage management.

The TD will facilitate and assist with the onboarding and establishment of the new Black Box Theater in development at CTA. This will include guidance, contribution to build out, assessment of technical aspects during the build, and creation of associated maintenance plans once established.

The TD will coordinate maintenance needs of the theater in close collaboration with the Theater Operations Manager. This will include performance or coordination of general maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems.

# Key responsibilities include but are not limited to:

* Serve as primary Scene Shop Manager, taking a hands-on lead in building and in supervising student and parent volunteer shop crews—develop and implement a hands-on training program to build a pool of volunteer technical support to build scenery for the Mainstage Season.
* Maintain a safe and organized work environment in the scene shop. Address safety hazards with appropriate personnel promptly, ensure that the tools are in good working condition, track and inventory paints and other goods and order stock materials as needed.
* Schedule, supervise, and train student & volunteer carpenters and run crews.
* With the input of the Executive Director and appropriate technical staff, analyze all designs proposed for production season to determine feasibility of execution within the allotted time, budget and personnel available.
* Create working drawings from the set designer or director’s renderings, craft a
* build-and-installation plan, lead a team of students & volunteers and, when needed, overhire technicians to complete sets in a timely manner.
* Consult designers on choice of material, finish, and method of the build; purchase all material needed for the scenic and lighting/sound designs.
* Steward technical safety at load-ins leading up to and during rehearsal periods for the Mainstage Season.
* Coordinate post-production strike and cleanup of all facilities, materials and equipment.
* Coordinate with the Theatre Operations Manager to designate time for rental groups to build in the Scene Shop, supervised by the Theatre Operations Manager, following protocols set by the TD.
* Participate in the Production cohort and feed a collaborative, respectful work climate that helps to support the educational and artistic values of the Children’s Theatre of Annapolis.
* Attend monthly BOD meetings on the third Wednesday of each month as a non-voting staff member.
* Attend all Production Meetings and lead discussions of D&P requirements as needed.
* Attend first onstage rehearsal with scenery present to orient cast and crew (safety walk).
* In partnership with the Volunteer Coordinator, schedule and work with volunteers primarily during evening and weekend hours to facilitate the construction of scenery.

# Qualifications for the ideal candidate:

* Has received or is pursuing a BA/BFA in Technical Direction; or MFA in relevant D&P category or Minimum of two years relevant professional experience
* Ability to create and manage build/load-in schedules, to manage budgets, and to effectively build for a mid-sized season with auxiliary events
* Commitment to mentoring and/or education
* Ability to multitask, collaborate, and strong organizational skills with working knowledge and/or expertise in Word, Excel, Google Calendar and/or other calendar-based programs
* Ability to think creatively to overcome design challenges, with limited budgetary resources
* Required expertise/working knowledge in current practices of the field, including: Stage carpentry, rigging, safe operation of fly systems; AutoCAD/ Vectorworks, audio, lighting and automation/motor control;
* Ability to lift 50+ pounds and climb 18-foot straight extension ladder
* Readiness to spec labor and materials ranging from scenery to soft goods, furniture to props.

**Compensation:**

* Salaried; Full Time Position
* Options for health care benefits available
* This is a yearly contract, evaluated every fiscal year, beginning July 1st; evaluation beginning the February prior.