

TECHNICAL DIRECTOR

Nature and Scope of Work

The Technical Director is a member of the management team of the Camrose Performing Arts Centre; responsible for the provision of theatre production services. This is technical/administrative/supervisory work

The Technical Director operates, maintains and safeguards the technical assets of the theatre, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of stage facilities.

The Technical Director consults with, advises, and provides direction on a variety of matters relating to the technical requirements of all productions.

The Technical Director performs all duties with a high degree of independence and initiative, with policy guidance and administrative direction being received from the General Manager.

Responsibilities

Duties will include but are not limited to:

Technical

- Designs, sets up, maintains, and operates lighting and sound systems for theatre, dance, music, and other productions and projects; assists guest designers and arts with technical matters
- Maintains and updates theatre schematics and floor plans.
- Monitors the condition of equipment including lighting, sound, and rigging equipment; arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment.
- Reviews technical riders received by E-mail, Fax or regular mail
- Plans and prepares cost estimates for labour, equipment and material requirements; prepares specifications for stage material and equipment as required
- Advises production managers, lighting and sound designers, on the technical specifications, costs and usage of technical equipment required for the individual show, and supervises the implementations of approved technical designs.
- Coordinates with licensees and staff all stage productions including the allocation of labour and timing of work for the most cost-effective outcomes. Towards this end, the incumbent may generate computer spreadsheets for examination, guidance, and use by theatre licensees.
- Assists in the planning, coordinating and directing of all phases of stage operations and activities for use of the theatre complex including the off-loading and on-loading of equipment, hanging of show drops and rigging, assembly and staging of scenery and props and the installation of rigging scenic, audio, video, projection, wardrobe and broadcast equipment.
- Advises on the provisions and requirements of the relevant collective agreements affecting licensees
- Responds, on daily basis, to queries regarding the delivery and pick-up of production equipment associated with the staging of productions and directs and coordinates such operations. This includes providing information and guidance regarding the direction of installations including the movement of equipment to different locations and also the routing of information via different communications facilities existent in the theatre complex.
- Supervises and assists with set and stage construction and management.
- Attends technical rehearsals, in order to supervise and assist in the technical aspects of the mounting the show.

- Assists in recruiting, training and assignment of volunteer or paid technical staff for individual shows.
- Ensures all duties are performed adhering to all policies, codes and regulations governing safety requirements, procedures and protocols indicated to ensure a safe working environment for patrons, volunteers, and staff.
- Initiates and maintains a high degree of communication between superiors, subordinates, co-workers, theatre lessees, City departments and U of A Departments. May be assigned to represent operation on various commissions

Operational

- Orients facility renters and visiting productions to safety, technical characteristics and other areas of facility operations; facilitates the use of the technical facilities by those renting the facility.
- Assists with the preparation and control of production budgets; maintains inventory and orders specialized supplies.
- Makes recommendations to the General Manager regarding capital purchases of technical equipment
- Plans, assigns and supervises the work of production crew; makes recommendations to the General Manager on hiring and disciplinary matters for subordinates; conducts performance reviews of subordinate staff. Monitors and evaluates the work and working hours of subordinate permanent staff. (Permanent staff may include Head Carpenter, Head Electrician, and Head Sound person). This includes establishing and maintaining an "Hours Work pool" spreadsheet chart and signing off on such charts on four week cycles
- Prepares production crew schedules and cost estimates as requested by lessees. This includes identifying all non-basic building rental costs in order to define all available cost options available to theatre lessees. Must always guide licensees on the principles of "best value".
- Establishes crew schedules for production and maintenance work and, when required, schedules work calls with the building maintenance supervisor
- Investigates, and recommends improvements to technical theatre operations and facilities; supervises implementation of approved changes.
- Maintaining records and preparing reports as required, i.e. Maintenance records, Health and Safety Reports
- Approves expenditures according to budget guidelines.
- Assists in the listing, cost analysis, and prioritizing of periodic capital project initiatives.
- Acts as the General Manager's representative in mediating disputes between licensees and production crews. Performs related work as required including working within the political dynamic associated with licensee expectations, established procedures, precedents and work rules and the existing work culture in our theatres
- Acts in a manner to establish, maintain, and support a high degree of information exchange in the form of verbal, E-mail, Fax and written form to superiors, subordinates, co-workers, lessees and their representatives, agencies, and other government departments. This would include consultation reports, post-show and Fault Report directives and memos written in regards to production requirements, operating procedures, and CPAC Management Council policy positions. Participates on commissions and committees establishing industry standards.

Required Knowledge, Abilities and Skills

- Thorough knowledge of the methods, practices, techniques, materials, tools, and equipment used in the operation of stage settings, rigging, scenery, lighting systems and facilities for a large theatre complex.
- Considerable knowledge of the technical stage requirements of all types of theatrical productions, shows and presentations (performing arts, live entertainment and public assembly; film shoots, live or pre-recorded broadcast, etc.).
- Must have a thorough understanding of colloquial jargon and terminology used by production crews, typical work practices, and operating procedures and expectations of a wide variety of types of touring productions.
- Knowledge of the needs and requirements of all parts of event presentation including those peripheral to the stage. Ability to accommodate and work cooperatively with other departments, professional and volunteer crews
- Must be sensitive to and willing to learn about and adapt to, a wide variety of cultures. Must be willing to coach and educate staff and volunteers.
- Thorough knowledge of the government policies, codes and regulations governing safety equipment requirements and procedures to be followed for the production work performed in the theatres.
- Ability to understand, interpret and enforce policies, regulations, contracts, and Union agreements in a manner that will be viewed by all parties affected as fair, impartial, in good judgment and beyond challenge.
- Ability to advise and assist theatrical production companies, theatre licensees, and their contractors, and other contacts on a variety of technical production matters, operations facilities and requirements.
- Ability to plan, coordinate and direct all phases of stage operations and activities and assign and supervise the work of stage, lighting, and audio and related employees.
- Ability to perform all levels of duties with minimal supervision and exercise a high degree of initiative and technical authority.
- Ability to work to deadlines under pressure. This would include the ability to perform the anticipatory work of contingency planning, and the correct prioritizing of options and directing of actions in emergency or crisis situations.
- Ability to prepare and maintain a variety of operational records, reports, estimates, specifications and related material in a wide variety of print and electronic media.
- Knowledge and skill in the use of a variety of tools and equipment common to stage operations. Must be prepared to keep up to date with developments in technology and practices.

Desirable Training and Experience

- Education, training and experience equivalent to a Bachelor's degree in technical theatre production and design with supplementary education, training and/or experience in complementary fields of sound and light engineering.
- Considerable, diversified stage technical and stage management experience including at least five years supervisory experience.
- Touring experience is very valuable as well as experience with a wide variety of types of

presentations. (Music - pop and classical, Opera, Dance, Theatrical, Broadway, Multi-cultural, etc.)

- Prior experience as a resident, supervising technician or technical director in a road house is essential.
- Experience and competency in the use of computers as this relates to E-mail, Scheduling, Word Processing, Spreadsheet, Data Base, and CAD operations.