



# Curtain Players Theatre, Inc.

## Technical Director Position Description

**Purpose:** The Technical Director is responsible for ensuring that the technical aspects of Curtain Players (The Organization) productions strive to meet the highest standards of technical artistry while also ensuring a safe environment for our casts, crews, and audience members.

### Responsibilities

#### Technical Supplies

- Ensure supplies are stored in an organized fashion. The term "supplies" includes:
  - Tools
  - Hardware
  - Building materials
  - Snow shovels
  - Props and set pieces for a production
- Ensure we have adequate supplies for set builds - e.g. tie plates, a variety of screw lengths, etc. (Our 3/4" drywall screws probably will need to be ordered online; in addition should also have 3", 1 1/4" and 2" drywall screws.)
- Ensure adequate supplies for painting are on hand, including rollers, brushes masking tape, etc.
  - Ensure that at *least* a half-gallon of flat black paint is on hand at the theater. Having a couple gallons is okay. (The black we use is Behr brand at Home Depot, designated as "Flat Black" and the formula is stored at the Home Depot paint desk under the name of Curtain Players or possibly under phone number 740-475-8220).
- Ensure we have adequate supplies for lighting - e.g. electrical tape, light bulbs for flood lamps, blue light bulbs for backstage flood lamps, replacement bulbs for the over-the-stage work lights.
- Monitor, at least annually, the supply of lamps for our stage lighting instruments. This may be delegated to more experienced lighting personnel.
- Monitor the supply of gels for our lighting instruments. This may be delegated to more experienced lighting personnel.
- Ensure all lighting instruments have safety cables properly in use for each production. Check this yourself at tech rehearsal if not done previously.

- Annually each summer, ensure that all overhead light cables are examined carefully to ensure they are in safe condition.

## **Facilities Maintenance and Supplies**

- Coordinate with Facilities Manager to help with maintaining the building and grounds, by acquiring or contracting with the following:
  - furnace filters
  - fire extinguisher maintenance (Koorsen)
  - lawn maintenance company as needed
  - gravel for parking lot as needed
  - repairs to equipment as needed (plumbing, HVAC, electrical, roofing, siding)
  - painting of interior and exterior of building
  - tuck pointing as needed
  - roofing as needed
  - gutter cleanout as needed
  - tree trimming as needed
  - meet with township or county authorities for routine inspections
  - maintain entry codes for theater (and for the storage area padlocks if necessary)
  - remind 'outside' cleaning crew the week before the opening of each show
- Check seating in the auditorium (i.e. the house) periodically to ensure all seats are fastened securely to the floor; reattach if necessary.

## **Consultative**

- Attend Directors Orientation Meeting before the start of each season
- Attend Production Meetings for each production. For new-to-Curtain-Players directors, this may involve some education about our practices. (In rare cases, may need to mediate in case of disagreements between a director and a tech designer.)
- Monitor for cost and practicality of production plans, especially if the designer and/or director is new to Curtain Players. This applies to set, lighting, costumes, props, sound
- Participate in at least the initial build for each set
- Attend Paper Tech, especially if any of the participants are new to Curtain Players. (In rare cases, may need to mediate in case of disagreements between a director and a tech designer.)
- Attend Tech Rehearsal, especially if any of the participants are new to Curtain Players. (In rare cases, may need to mediate in case of disagreements between a director and a tech designer.)
- Participate in strike for each show, supervise storage of materials and equipment, give the "job finished" okay when all is done

- Be available to consult (and perhaps assist) with all tech participants, especially set design and construction, light design, sound design.
- Attend and participate in Curtain Players board meetings monthly as a non-voting member. Be prepared to advise them of any non-routine expenses that may be coming up, either from your own observations or from Facilities Manager's communication with you.
  - In rare cases, if emergency repairs are necessary, attempt to contact the President or Vice-President for approval. If those attempts fail, authorize the repairs, and advise the board about the repairs and expenses incurred as soon as possible.

## **Miscellaneous**

- Work with Production Managers to maintain a record of volunteers who might be available for various tech positions. Encourage volunteers to take on more responsibilities than they have in the past.
- Endeavor to make Curtain Players a welcoming place for tech volunteers. Attempt to keep all volunteers as busy as possible at any volunteer activity (e.g. annual clean-up days, set build days, etc.). This may be especially challenging on set build days if the set construction chief is unaccustomed to coordinating large groups of workers. (For the tech director himself or herself, "supervision" may be far more important than "participation" in the actual build.)
- Ideally, would own or have access to a truck or other vehicle capable of hauling sheets of plywood and other lumber, large and/or heavy set pieces, etc.
- Other activities not explicitly named above that may arise related to the purpose of the position.