

POSTED: 01/08/18

POSITION TITLE: Technical Director

REPORTS TO: Director of Production & Facilities

START DATE: Immediately

POSITION: full-time salary with benefits package
(Summer releases may be available)

FUNCTION:

- The Technical Director is responsible for the on-time planning, engineering, and installation of the designed scenic elements for Skylight Music Theatre (SMT), Broadway Theatre Center (BTC) and all contracted productions, functions, and events in a safe, orderly, and efficient manner.
- Communication to ensure the scope for each production remains within budget, expectations, schedules, style, function, safety, materials, and labor budgets; while maintaining professional and supportive relationship with all staff and employees.

RESPONSIBILITIES:

- **Scenic Studios**
 - a. Analyze scenic design to determine cost feasibility and time required to execute. Identify potential problems to be resolved. Determine materials and labor costs based on preliminary and final designs
 - b. Develop clear understanding of the production design and look to ensure proper finish of all pieces.
 - c. Guide and assist the creative team in finding answers or alternatives to the needs of the production.
 - d. Determine approaches, procedures, schedules and techniques to create scenic elements/effects for each production.
 - e. Ensure that all scenery is constructed, painted and installed in a safe and timely manner that meets the director and designer specifications and budget limitations.
 - f. Hire and supervise crews, consisting of staff, overhire, and apprentices.
 - i. Support the training and guidance of apprentices and young technicians.
 - ii. Provide orientation in Skylight practices and policies appropriate to position and task.
 - g. Attend all technical and dress rehearsals and performances as required, and appropriate meetings as necessary, including but not limited to feasibility, production, notes, departmental, and staff meetings.
 - h. Oversee rentals, borrowing, and loans of scenery and equipment.
 - i. Assure all rented and borrowed items are returned in good condition and in a timely manner.
 - ii. Establish new rental and cost guidelines as necessary.
 - i. Maintain records of each production, including, but not limited to, design drawings, renderings, final costs, etc. Properly care for all research materials and return to designers at end of production period.
- **General Production**
 - a. Establish working relationships with other companies and vendors and become familiar with resources to assure availability of materials and equipment needed.
 - b. With Stage Management and Stage Supervisor, set up and choreograph scenic storage and shifting; assist in cast and crew training.
 - c. Schedule stage use with production management.
 - d. Accept responsibility for appropriate projects relating to BTC and Scenic Studio/Warehouse facilities and functions.
 - e. Ensure that all activities at the BTC and SMT facilities are done in a safe and proper manner and in the best interests of the Skylight Music Theatre and its facility.

- **Administration**
 - a. Work with the production management as a creative problem solver in the planning and execution of all scenic, technical, and safety elements for each production or project.
 - b. Assist production management in preparing annual budgets, based on specific production requirements, maintenance and acquisition needs, and expected rental income.
 - c. Collaborate with creative teams and SMT department heads on multi-department projects.
 - d. Primary safety officer for all stages and scenic studio areas and activities
 - i. Oversee the maintenance and safe use of all SMT scenic studio and BTC equipment and inventories.
 - ii. Conduct routine safety checks in concert with management and ensure that policies and practices of SMT's Health and Safety Manual are being followed and adhered to, both written and oral.
 - iii. In conjunction with other department heads, ensure that the production areas are adequately supplied and maintained keeping production areas clean, uncluttered and safe.
- **Other: duties as assigned.**

SKILLS AND TRAINING:

- A BA in theatre or comparable professional experience, with training in technical theatre including but not limited to scenic construction, theatrical rigging, safety procedures; familiarity with prop construction, painting techniques, lighting, sound reinforcement, and costuming.
- Have knowledge and understanding of basic budgeting, accounting, bookkeeping and schedule practices in regional theatre.
 - a. Ability to work within and maintain a budget.
 - b. Accurately project the materials and labor cost for scenery
- Multi-task and prioritize work on varied projects, whether physical or administrative.
- Ability/Willingness to collaborate, work as a team member, and/or manage staff, while maintaining a positive attitude with a diverse staff through strong verbal/written communication and organizational skills.
- Working knowledge and comprehensive training in the safe operation of stationary and portable power tools, hand tools, stage rigging and equipment working with a variety of construction methods, materials and techniques.
- Working knowledge of a variety of scenery construction methods, materials and techniques including wood, fabric, metal and plastics
- Computer: PC, Microsoft suite, heavily using Excel, Outlook, Word.
- Drafting: AutoCAD preferred.

PHYSICAL REQUIREMENTS:

- Must be able to lift 60lbs, and able to climb and work from lifts/ladders.
- Must have the vision, hearing and dexterity to safely operate in a construction environment, operate hand and power tools, stage rigging and fine detailing work if necessary. Able to wear a respirator.
- Ability to read and execute blueprints and schematics.
- This position has irregular hours with regular night and weekend responsibilities. It can include long periods of remaining seated or walking.

APPLY:

- Interested and qualified candidates should send a cover letter and resume to DJ Haugen, Director of Production & Facilities at either; 158 North Broadway, Milwaukee WI 53202, or DustinH@SkylightMusicTheatre.org.
- Skylight Music Theatre is an Equal Opportunity Employer, women and minorities are encouraged to apply.
- Please indicate in the cover letter how you heard about this position. **Phone inquiries welcome.**