



PACIFIC CONSERVATORY THEATRE

Job Description

Position: Technical Director
Department: Production
Reports to: Production Manager

The Technical Director (a full-time exempt position) is responsible for the overall operation and progress of the scenery production shop, including season planning, working drawings, budget accounting, and construction of all required scenic elements. This position works closely with directors and designers to reach artistic goals within allotted resources. A portion of this full-time PCPA staff position includes serving as a part-time Faculty member of Allan Hancock College for Stagecraft and Scenery Production lab components of the Conservatory curriculum.

With the Production Manager and other departments, the Technical Director helps to plan long-range strategies for operations and facilities. Ensures safety standards in operations and equipment; supervises professional staff, as well as students; attends specified rehearsals, tech/dress rehearsals, and production meetings.

The following positions report to the Technical Director: Assistant Technical Director, Carpenters.

PCPA values excellence and professionalism in all aspects of its company and public life. Integral to this position is the demonstration of practical initiative; respectful, courteous and cooperative relationships; affirmative, efficient and ethical working practices. Successful PCPA employees derive deep personal fulfillment from the exemplary completion of their duties, and in the flexibility required to respond to emergent challenges and opportunities, in accomplishment of the evolving work of the theatre and its training programs. PCPA expects a strong commitment to the mission of the theatre in service to task, colleague, company and community.

Examples of Duties:

- Selects carpentry interns for the Winter/Spring and Summer seasons in conjunction with the Technical Program Coordinator and Production Manager.
- Discusses and understands the show concepts with the designer and Artistic team.
- Does all scenery financial and labor budgeting of the shows.
- Articulates scenic engineering needs to design departments.
- Proofs all working drawings.
- Draft or supervise construction drawings as needed for each production
- Directs the purchasing of all scenic materials.
- Plans, schedules, and supervises the construction, load-in, tech, run and strike of all productions.
- Supervises all special rigging in venues for all departments.
- Collaborates with Production Manager to develop annual scenic department budgets.
- The Technical Director teaches aspects of basic competencies in the Stagecraft curriculum.
- Supervises Conservatory/Technical Theatre Training students and interns in the Scenery Production lab classes.
- Acts as technical coordinator for outside events in the Marian Theatre and the Severson Theatre as assigned by the Production Manager.

- Supervises the servicing and maintenance of scene shop equipment.
- Maintains a safe, healthy and clean work/shop/theatre environment.
- Maintains SDS sheets on all necessary products purchased for scenery.
- Uses power and hand tools accurately and effectively.
- To perform other related work as required.

Qualifications:

- Working knowledge of all aspects of the theatre—production and technical as well as performance.
- Excellent communication skills—written, oral and visual.
- Strong organizational, budgeting, leadership and staffing skills.
- Working and active knowledge of Computer Aided Drafting.
- Ability to work productively under time pressures and meet deadlines.
- Working knowledge of scenery; structural design and engineering; construction process; and styles, elements, and practices - ie. Proscenium, thrust, arena, black box; wood, metal, plastic; construction, painting, purchasing and scheduling.
- Knowledge of mechanical physics, fundamental electricity, modern construction practices and materials, model building, and stage crafts including rigging, lighting, and stage carpentry.
- Master of Fine Arts or Master’s Degree preferred, or; Bachelor’s Degree required, with 6+ years professional experience in similar positions, or the equivalent.
 - Must meet the minimum qualifications for, and successfully achieve, certification as a California community college instructor at Allan Hancock College.

Special Qualifications:

- Evidence of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of staff and students, and to staff and students with disabilities.

Other Requirements:

- Possess a valid California Drivers license and have access to a vehicle for transportation to and from business-related events.

Work Conditions:

- Ability to work long hours and work with a flexible schedule.
- May have to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.
- Must be willing to travel and work at various sites.
- Must be willing to work outdoors in all weather conditions while using the appropriate safety procedures.
- Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, and/or materials.

Physical Demands:

- This position will assist students and staff to move/carry theatrical scenery, wood, and steel deliveries, load scenery onto and off trucks weighing up to 50 pounds.
- This position will need to frequently communicate with students and staff in a noisy shop and theater environment.
- This position will need to ascend/descend machinery used and scenery created for the production.