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PACIFIC CONSERVATORY THEATRE

**Job Description**

**Position:** Technical Director  
**Department:** Production  
**Reports to:** Artistic Director (in the interim)  
**Direct Reports:** Assistant Technical Director, Scene Shop Supervisor

The Technical Director (a full-time exempt position) is responsible for the overall operation and progress of the scenic 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.

As a portion of this full-time PCPA staff position, the Technical Director will serve as a Part-Time Faculty member of Allan Hancock College, and receive a portion of their overall annual compensation from faculty load. The Technical Director is responsible for creating, maintaining, and implementing all Scenic Construction curriculum in coordination with the Conservatory Director - Technical Theatre, as well as overseeing Conservatory Students in Scenic Construction classes and labs and advising Conservatory Students and Interns. The Technical Director will also play a central role in the program's recruitment efforts of interns.

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; and attends specified rehearsals, tech/dress rehearsals, and production meetings.

At PCPA we believe that diversity makes us stronger, enriches our art, and is a source of joy. We believe that our understanding of the principles of Equity, Diversity, and Inclusion must continually grow and be actively practiced in our behavior and relationships. We will maintain a safe and welcoming working environment, free from any aggressions, and will interrupt behaviors that hinder our efforts to create an equitable, diverse and inclusive environment. We will make space for open communication that enhances relationships with all staff and community members, particularly those belonging to historically marginalized groups. PCPA is committed to anti-racism and prohibits discrimination against anyone based on factors including, but not limited to: race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing. We commit to serving our community by inspiring our current audience, cultivating our future audience, and preparing the next generation of theatre professionals.

**Examples of Duties:**

- Discusses and understands the show concepts with the designer and artistic team.
- Evaluates show needs and establishes all scenic financial and labor budgeting of the shows.
- Articulates scenic engineering needs to design departments.
- Drafts or supervise construction drawings for each production.
- Proofs all working drawings.
- Directs the purchasing of all scenic materials.
- Plans, schedules, and supervises the construction, load-in, tech, run and strike of all productions in conjunction with the Production Manager.
- Supervises all special rigging in venues for all departments.
- Ensures safe stage operations by assisting with deck crew training for each production.
- Collaborates with Production Manager to develop annual scenic department budgets.
- Under the supervision of the Conservatory Director - Technical Theatre, develops and maintains the Scenic Construction curriculum for the 2-year Technical Theatre training.
- Teaches scenic construction to Conservatory Technical Theatre training students, and interns through the internship lab classes, and may teach other classes as assigned.
- Evaluates student performance and assesses student progress for Conservatory classes and labs.
- Serves as an Academic Advisor to Conservatory Students and Professional Interns, and mentor to Scenic Construction-focused Students.
- Attends Tech Faculty meetings, Design meetings, Production meetings, and Technical Rehearsals and Previews.
- Communicates student issues to the Conservatory Director - Technical Theatre and the Production Manager.
- Manages the selection of Scenic Construction and Run Crew Interns in conjunction with the Production Manager and Conservatory Director - Technical Theatre.
- 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.
- Ensures all staff and students are properly trained on necessary shop equipment.
- Maintains a safe, healthy, and clean work/shop/theatre environment in compliance with PCPA guidelines.
- Promotes a commitment to anti-racism, Equity, Diversity, and Inclusion in all areas of PCPA.
- Attends required EDI, sexual harassment, anti-bias, anti-racist, and other Human Resource trainings and workshops.
- Works in a manner consistent with understanding and demonstrating inclusive behaviors; maintains a safe and welcoming working environment, free from any aggressions; interrupts behaviors that hinder PCPA's equity, diversity and inclusion efforts.
- Disclaimer: This description reflects managements of essential functions, it does not proscribe or restrict the tasks that may be assigned.

**Qualifications:**

- Working knowledge of all aspects of the theatre—production and technical as well as performance.
- 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.
- Working and active knowledge of Computer Aided Drafting.
- Knowledge of mechanical physics, fundamental electricity, modern construction practices and materials, model building, and stage crafts including rigging, lighting, and stage carpentry.
- Ability to read, create and disseminate information from design drawings, which may include, but not be limited to sketches, hand or computer aided drafting and illustrations.
- Excellent communication skills – written, oral, and visual.
- Strong organizational, budgeting, leadership, and staffing skills.
- Ability to work productively under time pressures and meet deadlines.
- Ability to adapt curriculum to developments in the industry/technology and adapt instruction methods to a diverse array of students.
- Demonstrates commitment to anti-racism, equity, diversity, and inclusion.
- Demonstrates a special sensitivity and ability to work effectively with diverse company and community members - with respect to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing.
- Master's Degree preferred, or Bachelor's Degree or equivalent, with professional experience, required. Must meet the minimum qualifications requirements for, and successfully obtain credentials, to teach at a California Community College.

**Other Requirements:**

- Possess or be able to acquire a valid California license to drive.

**Work Conditions:**

- Ability to work weekends, evenings, and work with a flexible schedule.
- Ability to work in an environment where there are frequent interruptions.
- 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.
- May have to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.
- Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, and/or materials.

**Physical Demands:**

- This position will need to ascend/descend machinery and scenery created for the production.
- This position will assist students and staff in moving theatrical scenery, wood, and steel deliveries, and loading 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 see and measure fine details of theatrical scenery.
- This position will need to recognize and inspect the type and condition of both raw materials (wood, metal, etc) and finished products.
- This position will need to work at a computer terminal and remain in a stationary position for extended periods.
- Frequently works in outdoor weather conditions throughout the year.