

METRO THEATER COMPANY
JOB DESCRIPTION: TECHNICAL DIRECTOR

STATUS: Part-Time Seasonal Employee (approximately 180-250 hours per show, 4 shows a year)

REPORTS TO: PRODUCTION MANAGER

PAY RATE: \$25 an hour

BROAD FUNCTION: Participate as a key member of the MTC team in support of the mission of Metro Theater Company, working closely with Production Manager to set specific goals for the production department on a seasonal basis. Work with the Production Manager (PM) and Artistic Administration Coordinator (AAC) to form a self-directed, effective and efficient team covering all aspects of production each season. TD holds primary responsibility for coordinating all technical aspects of productions in the MTC season, including set design and construction, load-in, maintenance and strike of all production technical elements and maintenance of the shop and rehearsal studio space. TD works closely with the PM and AAC to ensure that day-to-day operations of Production are safe, efficient, professional, and budgetarily sound and that all deadlines are met.

SPECIFIC DUTIES:

- Oversee, implement, maintain and ensure the smooth operation of the technical aspects of all productions for MTC
- With Production Manager, advise Artistic Director and Managing Director on the required technical elements for a show or event, their usage and their estimated cost
- Determine the necessary technical support for lighting, sound, scenic, and rigging necessary for performances in advance of production dates; complete purchases, borrows, or rentals as necessary
- Read, create, and interpret blueprints, drawings and plots, supplementing design work as needed
- Attend required production meetings.
- Complete construction of all scenic design elements within the designated time period as determined by the overall production schedule; assess the need for additional carpenters as necessary
- Complete notes and repairs for technical elements during the tech and the run of show
- Monitor and arrange for the repair and replacement of equipment within budgetary constraints; perform preventive maintenance on equipment, including the company vehicle
- Oversee management of all load-in materials and return of borrowed/rented items
- With PM, consult in budget planning and management for the department; with PM and AAC, coordinate and assist with financial tracking and accounting activities as appropriate
- With PM, develop, implement and monitor policies to ensure a safe work environment in the backstage and stage areas
- With PM, develop and maintain relationships with local designers, builders, & colleges with technical training programs
- With PM, recruit, manage and schedule carpenters and other stagehands/crews for work calls; substitute for stage crews as needed
- Serve as Building Supervisor after normal hours of operation, or during assigned productions and rental events

QUALIFICATIONS:

- Respect, understanding, appreciation, and enthusiasm for the work of Metro Theater Company
- A thorough understanding of all aspects of technical theater and production; familiarity with ADA and OSHA compliance.
- Demonstrated skills in people and time management
- Ability to analyze cost and practicality of designs and work within specified budget constraints
- Ability to communicate effectively both orally and in writing

- Excellent organizational skills, detail oriented
- Ability to show initiative and work independently and as well as part of a collaborative team
- Comfort with multi-tasking, and the ability to set and appropriately shift priorities as needed
- Sense of humor

APPLICATION INSTRUCTIONS:

Applications for this position will be accepted until the position is filled. Please submit a resume and a brief statement that speaks to what excites you about taking on this role, as well as your approach to equity, diversity, and inclusion. EDI is an important part of MTC's values, and we ask you to share ways you have brought or hope to bring a commitment to EDI to your work. *No "cover letters" necessary.* While we ask that resumes be submitted in written form, we invite applicants to submit their statement via a written document, an audio file, or an attachment of or a link to a video recording – whatever form best supports your self-expression to introduce you to us.

Please submit a resume and your statement to **community@metroplays.org** with the subject "TECHNICAL DIRECTOR" to apply. The MTC team is currently working in a hybrid setting, so phone calls regarding the position may not be received or answered regularly.