



100 S. Juniper Street, 3<sup>rd</sup> Floor Philadelphia, Pa 19109, [Shineartsalliance.org](http://Shineartsalliance.org), 267-712-9069

**Paid Position:**

Assistant Director

**Start Date-End Date:**

**Rehearsal will begin:** October 3rd

**Strike on:** December 16<sup>h</sup>. Classes will take place on Mondays, Wednesdays and Thursdays at The KIPP West Philadelphia Preparatory Charter School. Schedule is afterschool between 1pm- 6pm. Subject to change for production.

**Hours:**

8 hours a week

**Compensation:**

\$25 an hour

**Job Description:**

A Technical Director is a top-level position in the theater. They oversee all aspects of technical direction regarding lighting, sound and equipment. A Technical Director works closely with the director to draft concepts and necessary technical equipment. Additionally, a Technical Director communicates with the production manager and informs them of the current budget status and expected expenditures. Most employees in this position begin in related roles and advance as they gain knowledge in the various areas related to production technology. As they are overseeing all aspects of production, extensive experience is preferred. Individuals who work well in a collaborative environment and pay meticulous attention to detail tend to excel in the position of Technical Director.

**Responsibilities for Technical Director:**

- Maintain a reliable system for providing technical support for all programs and events
- Monitor audio and mixing as well as audio recordings throughout productions
- Oversee proper lighting as predetermined in team production meetings
- Ensure all productions are distraction free and technically well-supported by various support roles
- Produce technical drawings and communicate with scene supervisors to determine the effectiveness of planned processes
- Recruit and train exceptional employees to fulfill required positions within the technical field
- Update and maintain all production technologies ensuring proper maintenance and installation
- Keep detailed and reliable records regarding warranties and licensing agreements

**Qualifications for Technical Director**

- Minimum of 2 years' experience managing technical integration and implementation of various production teams
- Ability to creatively collaborate with other production managers from various departments to ensure a unified and well-executed goal
- Strong project management skills, particularly focused on managing schedules, scope and cost trade-offs of projects



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- Experience meeting with clients to determine the aspects of the product they would like to showcase and ensure the production is in line with their stated goals
- Composure and ability to lead with confidence and calmness when faced with competing high-priority projects and difficult decisions
- Demonstrated proficiency in managing stage rigging and engineering as well in the installation of technical equipment
- Interpersonal skills required when working with both technical and non-technical personnel at various levels within the organization
- Experience with the automation of technical processes in relation to stage and production management