

## **Job Description for Technical Director for Florence Little Theatre**

The Technical Director position for the Florence Little Theatre consists of creative design, as well as the actual building of sets, including the plotting of both lights and sound for the full complement of each season. In addition to the regular season's shows the same responsibilities apply for the Children's Workshop. The Children's Theatre, all rentals, and any special events on or off premises.

The following items detail the responsibilities necessary to meet these goals.

- Equipment-Assure that the tools and equipment for facilitating this position are on hand in working order.
- Oversee the staff necessary for producing the sets within the time range required.
- Design and builds the sets required to the specifications of each individual director.
- Coordinates with the person responsible for set decoration and props.
- Designs the light plot and works closely with the person responsible for running during the course of the show.
- Instructs the stage manager and crew to assure the smooth running of a show.