

POSITION – Community Theatre Technical Director

MUSKOGEE LITTLE THEATRE

Job Title: Technical Director/Facility Manager

**Summary:** Responsible for all technical theatre design, build, and technical needs for all productions and special events for MLT as well as facility management and basic maintenance.

Technical Theatre needs include: Lighting Design, Sound Design and all light and sound requirements including microphone management and maintenance, scenic projections and any additional technical needs including stage rigging requirements.

**Scenic design/carpentry:** Responsible for set design (per approval of Stage Director) prior to show auditions. Responsible for carpentry and all set construction needs for all MLT production and MLT special events.

**Facility Manager:** Manages day to day facility needs and oversees facility maintenance.

This position reports to the Executive Director.

**Directly Supervises:** Technical theater volunteers as needed

**Essential Duties and Responsibilities** include the following, other duties may be assigned:

**Tech/Technical needs:**

As part of the production team for each show, attend production meeting to find out any needs of stage director

Lighting Design – per approval of the Stage Director

Hang and Focus Light Instruments – to be completed by Tech Weekend

Sound Design – per approval of Stage Director

Responsible for all sound needs for the production which includes: sound effects, microphone management and maintenance, music tracks

Responsible for any other technical theatre needs such as theatrical projections and rigging

Responsible for training and management of all volunteers in all technical theatre aspects i.e. Light and Sound Board operators and volunteers flying objects onto stage

Availability at all Technical Rehearsals, all performances and MLT special events

Supervision of the Light / Sound booth

Maintains set, lighting and technical needs throughout the production run and any new repairs needed during the course of the production are to be administered before the next scheduled performance

Responsible for post-production cleaning, organization and maintenance of light booth and all equipment

Responsible for and available for all technical requirements and technical volunteers for MLT special events

Evaluate technical needs of future shows in order to assist with technical services budget and may include serving on the play selection committee

Any other technical theatre duties as assigned by the Executive Director

**Sets:**

Responsible for set design (per approval of Stage Director)

Responsible for design, carpentry, and construction needs for all MLT productions and MLT special events.

Researches each production thoroughly. Arrange design meeting(s) with Stage Director to understand the stage directors vision for the show and finalize set design.

Work independently or with volunteers to finalize all set needs including construction, assemble and painting by set deadline – Wednesday prior to Tech Week-end.

Ensure that basic construction of set is completed 3 weeks prior to show opening in order to allow actors ample time to rehearse with a set.

Organize and lead set construction workdays (if needed) ensuring safety of all volunteers

Arrange purchase and delivery of needed set supplies prior to workdays

Recruit all volunteers needed for construction workdays – if needed

Organize set build duties for volunteers

Clean-up shop, backstage areas and rehearsal space to rehearsal ready state prior to rehearsals.

Schedule and supervise set strike ensuring that entire facility is returned to pre-show stage and that all storage areas are organized and accessible for next production team.

Responsible for the return of all borrowed set pieces, lighting equipment, and technical equipment.

Monitor scenic construction services related expenditures for budget compliance

Assist with annual set budget

Turn in all receipts for set construction and facility maintenance to the Executive Director

**Safety:**

Develop and implement a comprehensive stage safety program

Oversee all aspects of stage safety including, but not limited to, open flames, pyrotechnics, air quality (i.e. smoke and fog), rigging and temporary high voltage electrical hook-ups

Ensure necessary fire/building/electrical code compliance in all stage areas

Provide necessary training to stage personnel and volunteers to ensure a safe working environment

**Facility Manager:**

Manages day to day facility needs and oversees facility maintenance.

Maintains, repairs and improves the physical facility; insures building upkeep, basic maintenance (including safety measures) and acquires equipment and supplies when needed.

Available to receive shipments, deliveries and allow service providers into facility

Completes monthly checklists of upkeep.

**Rentals:**

General supervision of building and occupants during rental events (first to arrive, last to leave concept)

Schedule, in coordination with Executive Director, time and space requirements of MLT rentals, providing technical expertise as needed

Assist MLT renters with technical evaluation of events and conduct pre-event production meeting as needed.

Conduct pre-event interviews with MLT rental party to establish necessary technical requirements.

Event set up/tear down

All duties as required by the contract of the rental party.

**Education and/or Experience:**

Bachelor's degree (BA) from four-year college or university is preferred; OR one to two years related experience and/or training; OR equivalent combination of education and experience.

**Professional Requirements:**

Sound (wireless microphones, headsets, sound boards, and sound effects)

Lighting Design (focusing, programming light boards, lighting patterns, gels, special effects, etc.)

Scenic design and carpentry

**Personal Requirements:**

Must be organized

Work well with others

Be able to multi-task and prioritize duties to accomplish jobs within specified deadlines

Must be able to perform each essential duty satisfactorily.

Because MLT operates with the support of both experienced and inexperienced volunteers, must be able to work with different personalities and different volunteer skill levels.

**Other:**

Serve as MLT representative as needed.

Recruit back stage volunteers and crew.

Attends all special events sponsored by the theatre.

Adheres to any and all policies and procedures established by the Executive Director and/or the Board of Directors.

Work ethic should always reflect the mission of Muskogee Little Theatre.

Other appropriate duties as defined/assigned by Executive Director.

**Time Requirements and Compensation:**

Assignment will include daytime, evening, and weekend hours. Scheduled to average 40 hours per week. Flex time will be used as hours are not typically regular in a theatre environment. Hours to be coordinated and preapproved by the Executive Director. On site hours are determined by the Executive Director. Salary shall include two weeks vacation each calendar year, with said vacation period to be chosen by the Employee with preapproval of the Executive Director. The salary covers the holidays listed: Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, & Memorial Day.

Salary shall be \$40,000/year, additional \$75.00 per month cell phone allowance.