

The Maryland-National Capital Park and Planning Commission

TITLE: Theatrical Technical Director
SERIES: Recreation

GRADE: H **CODE:** 3360
DATE: 1/13/88

Class Definition

Under direction, manages a technical theatre operation of considerable complexity, variety, difficulty and responsibility to support a wide variety of performing arts productions including procurement and maintenance of specialized theatre equipment and physical plant and equipment. Performs other related duties as assigned.

Examples of Important Duties

1. Manages technical operation of Facility to support performing arts productions. Establishes technical operating procedures for facility. Monitors building utility systems to insure proper operation. Operates and performs on-going and routine maintenance of complex technical theatre equipment including but not limited to audio visual, lighting, sound, rigging, and special effects. Makes minor repairs to physical plant.
2. Consults with all clients of the theatre facility on a variety of topics including monitoring, set-ups, load-ins, strikes, rehearsals, performance, scenic, sound and lighting design. Recommends type of equipment and techniques to achieve necessary effect on product. Develops and implements classes in technical theatre and design. Acts as Production Stage Manager, lighting designer, technical director for in-house productions.
3. Supervises staff. Supervises part-time technicians, personnel from production company and volunteers. Evaluates and counsels part-time staff. Recruits, selects and trains part-time staff and volunteers. Plans, schedules and assigns work. Trains staff and volunteers in technical theatre work.
4. Conducts research. Reviews trade literature, meets with vendors and professionals and exchanges information on new methods and equipment useful to facility.
5. General facility operation. Ensures safe operation of facility. Orders and maintains inventory of equipment and supplies and re-orders, as necessary.
6. Assists in the development of facility budget. Makes recommendations for equipment and supplies and obtains bids and price quotes. Participates in grant development. Initiates

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Examples of Important Duties (Continued)

purchase requisitions.

7. Keeps records. Maintains records of inventory of supplies and equipment, completes time cards, writes administrative reports. Performs other duties as assigned.

Important Worker Characteristics

- A. Advanced knowledge of: (1) theatre design, lighting, sound, set and prop construction, scene painting, rigging and stage operations; (2) theatre equipment; (3) operation and maintenance of plant equipment; (4) Commission policies and procedures;* (5) equal employment opportunity; (6) Merit System regulations; (7) safety and health regulations; (8) supervision; (9) office practices.
- B. Skill in use of (1) drafting tools.
- C. Ability to (1) solve problems by analytical methods; (2) read graphic blueprints; (3) keep records and prepare reports; (4) ability to communicate and deal tactfully and effectively with staff and public; (5) recruit, train and supervise staff, volunteers and interns.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's Degree or four years of progressively responsible experience in theatre art or a related field from an accredited college-or university and three years of experience in technical theatre administration; or
2. An equivalent combination of education and experience in theatre art or related field.

Working Conditions

Works in office and theatre area. Works long hours, evening and weekends. Considerable pressure to meet deadlines.