



JOB DESCRIPTION

Title: **Technical Director**
Salary: Commensurate with skills and experience.
Hours: Varies – Includes evenings, weekends and holidays as needed
Full Time: Exempt
Reports To: Executive Director

SUMMARY

The Technical Director completely manages all stage operations, equipment and personnel in a professional, pleasant manner. This includes coordination with performers and/or their representatives for all production details, including stage requirements, schedules, ABT equipment, rental equipment (including backline, lighting and sound equipment), production staff (loaders, stage crew) and security staff, as well as any other production details for events in Alberta Bair Theater or presented by ABT. This position is responsible for the management of all ABT stage equipment and supplies, including routine maintenance and inspections, conducting or arranging for necessary repairs, storage and moving of stage equipment and suggesting replacements or additions. The Technical Director will acquire and supervise all full-time, part-time, hourly and temporary stage and production crew and approve time cards and submit accurate payroll reports. Depending on the requirements of each event, the Technical Director is expected to also work each event in an appropriate role, usually either managing the stage, supervising the crew and/or trouble shooting, assisting the artist's stage manager, or controlling the stage lighting and sound. For simple events, the Technical Director may be the only production person working the event. Other duties may be assigned as needed by the Executive Director.

Essential Skills: The person filling this position must have significant experience in stage operations, be able to supervise and motivate staff, have a solid knowledge of theatrical staging, lighting, rigging and audio and be able to work in virtually any stage production capacity. He or she must be able to operate ETC lighting control boards and accomplish simple stage and lighting designs. He or she must also be able to operate basic audio equipment. Basic carpentry, welding and electrician skills are essential as is the ability to keep calm, be productive and pleasant in a job that includes numerous and diverse projects and responsibilities, tight deadlines, temperamental personalities and a creative but sometimes chaotic atmosphere. This person must have the physical ability to climb ladders, lift and carry up to 50 pounds, be on their feet for long stretches of time and be able to see and hear activities on stage from any point in the seating area.

Submit a resume with references to abt@albertabairtheater.org In the subject line please reference TECH DIRECTOR POSITION.