

# Technical Director

*"We the willing, led by the unknowing, are doing the impossible, for the ungrateful. We have done so much, for so long, with so little; that we are now qualified to do anything with nothing."*

-Anonymous

## **General Responsibilities**

Ensure shop safety

Ensure tool certification of all shop employees, volunteers, lab students and THEA104 students

Know all deadlines and the order

## **Weekly**

Attend all weekly production meetings

## **Planning Period**

Determine what materials will be needed given the proposed design

Develop a per unit cost breakdown for the production

Material prices

Man-hours required

Plan how the set will be constructed

Plan scenic effects

If necessary, meet with other designers.

After analyzing the scenic plates, meet with the scenic designer.

Discuss potential difficulties that your analysis and preliminary budget work have uncovered.

## **Build Period**

After you receive notification on who is on construction crew, converse with the members of this crew to create a crew call schedule.

Plan the most efficient production schedule possible.

You must be accessible during all work calls or delegate authority to a competent supervisor.

Provide any on-the-job training that your crew might require.

Oversee any particularly difficult or unique tasks.

At the end of each crew call, ensure that all workspaces and the shop are cleaned before anybody is released.

You must speak with the stage manager concerning any new additions to the set and how to properly use them.

If the addition will require a large amount of cast interaction, then you must attend the next rehearsal to ensure that the actors understand how to use it properly and effectively.

## **Technical and Dress Rehearsals**

You are required to attend all technical and dress rehearsals.

Prior to the first technical rehearsal, you must meet with the stage manager and any deck hands in order to discuss the set and the duties of the deck running crew.

After each technical or dress rehearsal, confer with the designers, director, and stage manager to exchange notes and questions. Then, if possible, have these notes implemented before the next rehearsal.

Work with stage manager and the scenic designer to help resolve any special situations that arise.

## **Strike**

Strike immediately follows the final performance of a production.

Strike is designed to completely clear the stage of the production, freeing it up for the next event to come in.

All theatre majors and everybody who took part in the production are required to attend strike.

Strike will last no longer than two hours.

The stage manager also typically performs general organizational duties, keeping an eye out when the technical director and faculty members are elsewhere.

To prepare for strike:

Clean and organize the shop.

Determine what crews will be needed and who will fill those roles.

After the final performance all actors are to get out of costume and come sit in the audience. All running crew members are to clean up their areas, take care of post-show duties, and then also come to sit in the audience. When everybody is assembled, the crew heads will gather their initial crews and set to work. As students run out of things to do, they are to return to the audience and sit down until pulled for another crew.

As the technical director, you are expected to organize the overall strike.

You are to be present at any particularly difficult strike maneuvers and you are free to help where needed, but do not allow yourself to become so involved in one part of strike that you neglect the rest of it.

## Technical Director

All students working on a show must fill out this form. A separate form must be used for each position held. When complete, return this form to Eric Koger.

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Production: \_\_\_\_\_

Why do you have this position? (circle one)

I am in the THEA 104 class.

I am a volunteer.

I am in an Independent Study class. Name the class \_\_\_\_\_

By signing this form, I assert that I have not only read and understand the above contract, but also that I agree to follow and abide by it. I also understand that I will be held accountable for my actions and that my role in the production may be terminated in the case of extreme misconduct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_