

Flint Community Players

Technical Director Job Description

Please send resumes, cover letters, and examples of past work to admin@flintcommunityplayers.com.

About FCP	<i>Flint Community Players is one of Michigan's oldest continuously operating community theatres presenting live dramatic performances showcasing talent from local volunteer artists. Our aim is to inspire and entertain audiences with exciting, relevant theatre and to create opportunities for volunteers to learn and grow.</i>
Mission Statement	<i>Flint Community Players is devoted to creating courageous, thrilling, and thoughtful art in a welcoming and inclusive environment.</i>
Title	Technical Director
Job Summary	<p>The Technical Director is primarily responsible for the supervision and implementation of all technical operations (lighting, sound, set construction, special effects, and maintenance of theatre facilities and equipment) of Flint Community Players productions and basic facilities maintenance. The Technical Director manages, organizes, and ensures safe working practices within the scenic shop. The Technical Director thrives in a collaborative environment and communicates effectively with all artistic parties (directors, designers, etc.) as well as administrative staff, board members, and volunteers.</p> <p>The Technical Director understands that FCP is volunteer-based and, as a paid representative of the theatre, the TD may be expected to step in in times of crisis to ensure the smooth operation of the theatre (e.g., spot, light, or soundboard operation; backstage help; etc.)</p>
Reports to:	Chairperson of the Board of Directors
Weekly Hours	Part-Time, average 25 hrs./ weekly; Flexible schedule; Some nights and weekends as required by the current production schedule.
Wage	\$15 per hour.
Required Qualifications	<ul style="list-style-type: none">• Formal theatrical technology training <u>or</u> equivalent experience.• Collaborative attitude.• Working knowledge of theatrical equipment, design, tools, terminology, and software.• Proficient in the design and construction of a variety of scenic elements and structures.• Ability to handle multiple, simultaneous tasks in a timely manner.• Exceptional verbal and written communication skills.• Physically capable of sitting, standing, walking, reaching overhead, climbing, and lifting - up to 50 lbs.• Basic knowledge of light/sound board and spot operation.
Preferred Qualifications	<ul style="list-style-type: none">• Experience working with and leading a team of volunteers.• Familiarity with ADA (Americans with Disabilities Act) and OSHA (Occupational and Safety Health Alliance) guidelines.• A willingness and capability to engage in virtual meetings when necessary.

Responsibilities:

- Oversees and implements the following production elements:
 - Scenic production elements; including build, paint, props, strike, maintenance, and interpretation of ground plans, blueprints, drawings, and plots.
 - Lighting production elements in the absence of a lighting designer; including hang, focus, maintenance, and board and/or spot operation.
 - Sound production elements in the absence of a sound designer: including handling and care of microphone packs, sound checks, and board operation.
 - Attends and assists the tech rehearsals of each production unless arrangements have been made with the Production Coordinator.
- Recruits, manages, and retains scenic volunteers.
 - Supervises volunteer use of equipment, facilities, and scenic elements.
 - Develops and maintains relationships with local designers, builders, and colleges with technical training programs.
- Maintains current knowledge of all equipment, procedures, new technology, and software.
- Advises the Board of Directors and Production Coordinator on technical specifications, costs, and usage of equipment required for each production.
 - Assists with the preparation and management of technical operations budgets, inventory, and order of supplies.
 - Purchases, leases, and/or borrows equipment as needed, within specified budgetary limits.
 - Works in tandem with Production Coordinator to determine the necessary technical support for productions (such as lighting, sound, props, special effects, etc.).
- Collaborates with Office Manager.
 - Create a Company calendar, detailing rehearsals, materials acquisition, set build, technical rehearsals, strike, and other related production tasks.
 - Maintain supplies inventory for Kitchen, bathrooms, and lobby.
 - Attends scheduled production meetings.
- Clean and Mop
 - Clean, restock, and mop patron/staff bathroom weekly. This need may change based on production cast size and performance attendance.
 - Sweep and mop the house floor weekly.
 - Sweep, vacuum, and mop the lobby weekly. The frequency may increase during winter months due to snow, salt, and debris.