



Job Description

Title: Technical Director

Salaried Position

Department: Production

Reports to : Executive Director

Market House Theatre is a regional community theatre with a staff of 14 full and part time professional paid positions and over 300 volunteer performers, crews, and ushers. Founded in 1963 the theatre is beginning its 54th season of plays with a Signature season of 5 plays and musicals and a Family Series of 4 plays and musicals.

MHT also produces a 4 state touring production each fall, Clubhouse shows for preschool and early elementary audiences, murder mysteries and dinner theatre, and historic walking ghost tours.

The theatre's annual operating budget is currently \$850,000 and is in the midst of an expansion of 10 building campus surrounding the historic Market House building in downtown Paducah KY.

Preferred Skills and Experience

- BFA degree or equivalent experience [3-to-5 years] as a Shop Foreman, ATD, or TD will be considered.
- Office software programs; Word, Excel, and Power Point
- Strong Carpentry and stage rigging a must.
- Master Electrician and/or Lighting Technician.
- Prop building and design.
- Drafting experience in AutoCAD, VectorWorks, and/or Sketchup.
- Project Management and Crew scheduling & supervision.
- Budgeting and Expense Management a must.
- Recruiting and/or working with Volunteers
- Projection designer and or Projection Technician are a plus.
- Sound Design [Q-Lab and/or Show Cue] are a plus.
- Light Board operator, Sound Operator, Follow Spot Operator.
- Lighting Design is a plus.
- Scenic Design and basic Scenic Painting are a plus.
- Supervise multiple projects

Responsibilities of the Technical Director Position

1. Reports directly to the Executive Director.

2. Oversees, supervises, and implements all technical operations to include props, scenery, lighting, and sound.
3. Recruits volunteers for the scene shop, lighting, and props. Coordinates volunteer crew members for 'run crews' and load in volunteers.
4. Safeguards the technical assets of the theatre, including supervising the use of lighting equipment, sound systems, scene shop tools, and the use and maintenance of stage facilities.
5. Determines the necessary technical supports, such as lighting, props, sound, scenery, and special effects, necessary for events and performances presented at the facilities in advance of production dates.
6. Design, set up, maintain, and operate lighting and sound systems for theatre, dance, music, and other productions and projects; assists guest designers and artists with technical matters.
7. May be required to design scenery, lighting, props, and/or sound for all (3) performance spaces.
8. Evaluate technical designs with specific attention to safety, budget, deadlines, and quality control.
9. Generate accurate & detailed working drawings for scenery to be built within approved budgets and deadlines.
10. Purchasing agent for all technical materials and supplies.
11. Supervise and manage technical specifications, costs and usage of technical equipment required for the individual show, and supervise the implementations of approved technical designs.
12. Supervises and assists with stage management and scenic construction.
13. Assists in recruiting, training and assignment of volunteer or paid technical staff for individual shows.
14. Provide technical support for Stage Managers and the Facility Coordinator, as needed.
15. Monitors the condition of equipment including lighting, sound, shop tools, and rigging equipment; arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment.
16. Assists with the preparation and control of production budgets; maintains inventory and orders specialized supplies.
17. Script Analysis, Budget Management, and Project Supervision for all shows and technical operations.
18. Makes recommendations to the Executive Director regarding capital purchases of technical equipment.
19. Attend Staff Meetings, Production Meetings, and Designer Preview rehearsals.

20. Attends tech-week rehearsals, in order to supervise and assist in the technical aspects of mounting the show.
21. Coordinates and Supervises Load-in and Strike operations.
22. Facility Supervision during Performance dates.
23. Other duties as assigned within skill level.