

Job Description

Job Title:	Director, Technical Theatre
Department:	Communication Arts
Reports To:	Director, Production and Theatre Operations
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	November 2020

Primary Purpose

The Director of Technical Theatre is accountable to the Director, Production and Theatre Operations for the efficient and effective technical management of the Theatre of the Arts and Studio 180 (Hagey Hall), and Technical Direction for the Theatre and Performance program. This position provides instruction to students of widely varying experience and skill levels, in areas such as set construction, lighting, sound, audio-visual, and theatre safety.

Key Accountabilities

Supervision

- In conjunction with the Director, Production and Theatre Operations, supervises strikes of all department productions and serves as lead hand in the cleanup of the theatre, storage of materials, scenery and equipment;
- Supervises crew for all set-ups for outside clients and ensures all technical/safety requirements are met.
- Trains and oversees casual staff/students in the safe and appropriate use of lighting, sound and stage equipment to act as technical staff for department productions; works in consultation with the Director, Production and Theatre Operations
- Supervises and trains Work Study students as House Manager, usher, or technical assistants.

Management

- Accountable to the Chair of the Department and the Director, Production and Theatre Operations on all matters pertaining to the safe and technical operation of the T of A as both the primary venue for department productions and as a rental facility available to other clients, both on and off campus;
- Serves as the Manager for Studio 180, with responsibilities for booking, and staffing, for final approval by the Director, Production and Theatre Operations;
- Authorizes and schedules use of theatre facilities for departmental work sessions;
- In conjunction with the Director, Production and Theatre Operations, creates and adheres to the annual theatre production budget and the theatre operating budget;
- Monitors use of the theatre facilities and equipment during rehearsals and production, ensuring that all theatre policies, procedures, and safety regulations are observed;
- Supervises the construction of sets and other building needs for all department productions;
- Maintains ties with industry, organizations, and regulatory bodies so that technical competency, safety standards and knowledge of the industry remain current;
- Serves as the departmental representative to the UW Health and Safety Committee, and serves as fire warden

Technical, Safety and Administrative Management

Job Description



- Responsible for maintenance and upgrading of the computing, audiovisual, theatre sound and lighting equipment, and shop tools;
- Reviews all set and lighting designs for personnel and theatre safety considerations;
- Procures equipment and/or hires specialized personnel as required for outside events;
- Maintains and updates inventory/stock of all theatre materials and supplies;
- Recommends modifications and improvements to labs, theatre systems and spaces, carrying out same where feasible; works in consultation with Plant Operations and supervises trade work as appropriate;
- Provides upkeep and inspection of the physical facilities of the T of A and Studio 180, including equipment, storage and work areas;
- Devises creative, safe, and feasible solutions for the construction, rigging and deployment of set elements for department productions in conjunction with the Director of Production;
- Uses knowledge of codes and safety best practices to ensure that theatre operations meet safety requirements, trains staff/student employees, and students in classrooms with safe and appropriate use of tools and equipment.

Departmental Support

- Ensures that all safety policies and procedures are in place and the students are trained and supervised; the theatres meet all code requirements;
- Ensures that all theatre rental clients are given the technical and other support they need (equipment and advice) to produce their functions to a professional standard
- Ensures that the budgets and schedules created for department productions are followed
- Provides instruction to students whose goals include work in technical theatre; areas of instruction include (but are not limited to) set construction, prop building, special effects, lighting installation, projection installation, video programming and operation, sound editing and operation;
- Ensures required safety, industrial, and construction codes and regulations are met; creating and implementing health and safety policies and procedures for the use of the theatres and their associated equipment; providing training to students and staff (including casual staff and student help) in the safe use of tools and equipment and the theatre facilities overall.

Instruction

- Trains and oversees student crews in the safe and correct use of workshop tools and equipment for the construction of sets for department productions by demonstrating appropriate use of stationary and portable tools such as table saw, sliding compound mitre saw, circular saw, routers, pneumatic tools, and cordless drill/drivers;
- Trains and oversees students in operation and manipulation of computer-based control systems for lighting, sound, and video;
- Develops and grades testing materials as required (e.g. safety tests for tools and equipment);
- Instructs students in set construction techniques, engineering safety, lighting and sound procedures, teamwork and general crew department.

Collaboration

- Acts as a resource person to faculty, staff, and others with a range of technical competencies, on audiovisual, computing, technical production procedures, methods and materials;
- Attends and participates in department production meetings; provides counsel on appropriateness of technical requirements requested.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education <ul style="list-style-type: none">• BA in Fine Arts, Drama, Theatre or Performing Arts; College diploma in Theatre Production or equivalent combination of education and experience
Experience <ul style="list-style-type: none">• Minimum 7 years of experience in theatre production in professional theatres
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Strong supervisory, management, and interpersonal skills• Demonstrated ability and willingness to learn new hardware and software, including digital media• Ability to manage a range of activities and demands on a day to day basis- split focus• Ability to work independently and with groups of people• Must be a self-starter• Ability to work with a variety of personalities on a daily basis• Strong organizational skills• Intermediate proficiency with MS Word and Excel; basic proficiency with PowerPoint

Nature and Scope

- **Contacts:** Internal contacts: Departmental staff, casual workers and students, Plant Operations, Procurement, Arts Computing Office, Computer Users Advisory Committee, Safety Office, on-campus rental clients such as the President's Office, Faculty of Engineering, Faculty of Environment, Campus Wellness. External contacts: Suppliers, Stratford Shakespeare Festival, Other Theatres, Other Technical Theatre Practitioners, Audio Visual Companies, outside rental clients such as: KW Symphony, St. John's Kilmarnock School, Greenlight Arts.
- **Level of Responsibility:** Supervises up to 30 people under tight time schedules during productions.
- **Decision-Making Authority:** This position has decision-making authority over most of the accountabilities outlined above. Works with the Director of Production & Theatre Operations to ensure safety protocols and standards are being met.
- **Physical and Sensory Demands:** Occasional heavy lifting is required (required to lift 50lbs overhead without assistance). Regular ladder and scaffolding work. Regular use of industrial and portable power tools, soldering irons, and digital equipment.
- **Working Environment:** Some work outside of regular hours is required due to production schedules. Some unavoidable exposure to dirt or dust, paints and other chemicals, and equipment, some of which may be hazardous. Some working at heights is required.