

Technical Director Job Description
Jungle Theater
2951 Lyndale Ave S
Minneapolis, MN 55408

Job Title: Technical Director
Department: Production
Reports to: Production Manager
Classification: Part Time/IATSE Union Position

POSITION SUMMARY:

Plans, executes, and/or supervises all the Jungle Theater's scenery and rigging needs and works closely with the paint, lighting, and sound departments to implement all design elements in an efficient manner. Works with the Production Manager to determine the feasibility of current and future production options and to develop and control scenic expense budgets. The Technical Director consults with designers, stage directors, and Production Manager prior to construction to ensure that construction projects are accomplished on time and within budget.

HOURS & PAY:

Approximately 275 Hours per full-stage production. Number of full-stage productions vary per year. The current season has 3 full-stage productions; however, one production is off-site and will require less work from the Technical Director. Additional hours will be available through various rentals throughout the season, as well as two "Jungle Presents" shows, which will require some labor from the Technical Director. Hours distribution to be worked out with Production Manager per agreement with IATSE/Local 13.

Pay is \$27.77 per hour, based on the agreement between the Jungle Theater and IATSE/Local 13.

RESPONSIBILITIES:

- Supervises construction of all scenery for new company productions and of modifications to existing productions.
- Working with the production and design teams to determine the materials and methods for construction.
- Responsibility for safety of all audience, cast, and crews throughout all phases of scenery construction, installation, and use.
- Operate, maintain, and safeguard the technical assets of the theatre, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of theater production facilities including production storage spaces, scene shop area, Lobby and marquis.
 - Perform minor repairs and preventative maintenance on equipment as needed, or arranges for repair/maintenance as needed with approval from Production Manager.

- Maintain inventory of necessary supplies and keep shop supplies stocked (pending budget approval from Production Manager)
- Prepares ground plans, sections, and other technical details with other production team members.
- Assists guest designers and directors with technical matters/information regarding technical capabilities of the theater.
- Advises production manager, lighting, and sound designers, on the technical specifications, costs and usage of technical equipment required for the individual show and supervises the implementations of approved technical designs.
 - Create working drawings from scenic designs (and prop designs as needed)
 - Create projected labor and non-labor budget per show/event in conjunction with Production Manager
 - Work with the Production Manager, Charge Artist, and Head Electrician to create a plan for the order of project completion for most efficient use of stage time for all departments.
 - Oversee labor hours for all scenic production staff (carpenters, riggers, painters) and approve timesheets for all technical labor hours; report all overages and anticipated overages to Production Manager ASAP.
- Provide receipts with expense explanations to the Production Manager (cost overruns must be pre-approved by the Production Manager).
- Plan, supervise and assists with set and stage construction and management as well as strike/load-out.
 - Oversee and execute the hiring of all build, tech, and strike carpentry crews.
 - In conjunction with Production Manager, schedule and hire all labor needed for technical maintenance during the run of a show.
 - Work with the Production Manager, Charge Painter, and Head Electrician to create a schedule for stage use during build periods.
 - Assess materials needs for scenic construction for each show.
 - Shop for materials, place orders with materials vendors, facilitate deliveries of materials.
- Oversees storage of Company production scenery and properties
- Orient facility renters and visiting productions to the safety and technical characteristics and other areas of theater operations; facilitates the use of the technical facilities by the resident company and others engaged by or renting the facility including events that are not part of the ongoing season, as directed by the Production Manager.
- Monitors the condition of equipment and tools; arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment.
- Assists with the preparation and control of production budgets; maintains inventory and orders specialized supplies.
- Attends tech week rehearsals, in order to supervise and assist in the technical aspects of the mounting of the show. (on an as needed basis, based on assessment with Production Manager and Stage Manager)

- Makes recommendations to Production Manager and Managing Director regarding capital purchases of technical equipment.
- Establish and maintain effective working relationships with representatives of various groups, vendors, co-workers and others as required.
- Ensures open communication between all departments (technical, administration, production, or others as required) regarding all shows and events in the theater.

OTHER RESPONSIBILITIES:

- Attendance at production meetings is required.
- Technical Director must follow procedures and policies of the Jungle Theater as outlined in employee manual.

QUALIFICATIONS:

- Prior experience as a theatrical Technical Director preferred.
- Must have valid driver's license.

REPORTS TO:

- Production Manager

SUPERVISION:

- Supervises all scenic construction laborers including carpenters, riggers, and painters.

TO APPLY:

- Send cover letter, resume, and references to Matt Earley (Production Manager) at mearley@jungletheater.org.

Application review will be done on a rolling basis, and position will be open until filled.

The Jungle Theater is committed to equal employment opportunity. This policy extends to all applicants, employees, and volunteers regardless of title, and to all aspects of the employment relationship including, but not limited to, recruiting, hiring, placement, training, promotion, discipline, transfer, demotion, compensation, layoff, termination, and benefit eligibility. The Jungle Theater is committed to providing a workplace free of discrimination with respect to all individuals regardless of race, color, gender, age, religion, national origin, disability, genetic information (including family medical history), sexual orientation, gender identity, veteran status, marital status, familial status, status with regard to public assistance, military status, or any other basis protected by law. If you have questions about any of the above, please email rgillette@jungletheater.org.