

Technical Director

General Responsibilities:

- Ensure shop safety.
- Ensure tool certification of all shop employees, volunteers, lab students and THEA104 students
- Know all deadlines and their 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:

- Enforce basic scene shop safety.
- After you receive notification on who is on construction crew, converse with the members of this crew to create a crew call schedule.
- Hold a workshop for scene shop safety and requirements prior to first crew call.
 - Ensure that all carpenters, as well as any production crews that will need to use the power tools attend.
- Plan the most efficient production schedule possible.
- You must be accessible during all work calls or delegate authority to a competent, trained supervisor.
- Provide any on-the-job training that your crew might require.
 - Remember that this is an educational environment; if time allows, teach younger/inexperienced students as much as possible.
- 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, effectively, and safely.

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 urgent situations that arise.

Pre-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.
- If there are major changes in the way that strike will run, all designers, the stage manager, and the head of the theatre department must be informed at least a week before strike.

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.

Technical Director

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

I am in the THEA 104 class.

I am in the Opera Workshop class.

I am in an Independent study class. The class name is _____

I am a BFA Tech major.

I am a BFA Performance major.

I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____