



Position: Technical Director

La Crosse Community Theatre

JOB DESCRIPTION

Position: The Technical Director is responsible for all activities surrounding the artistic and technical requirements of main stage productions and special events.

Reports To: Production Manager

Supervises: Assistant Technical Director, Production volunteers

Hours: Full-Time, flexible schedule, nights and weekends required.

Salary: Commensurate with experience and education.

La Crosse Community Theatre (LCT) has been the premiere community theatre in the Coulee Region since its inception in 1962. Now in our 56th season, LCT entertains thousands of patrons each year and produces nine productions from September through June. LCT also offers youth education classes at the theatre, including summer theatre camps. La Crosse Community Theatre is the primary resident of the six year old, state-of-the-art Weber Center for the Performing Arts which sits nestled on the beautiful banks of the Mississippi River. The Weber Center contains a 450 seat proscenium theatre as well as a 100 seat black box theatre.

OVERALL RESPONSIBILITY

The Technical Director plans and manages the production of all scenery and properties, lights and sound; supporting guest artists in producing work that is always professional in quality; takes a leadership role to help create and support a working and producing environment that is artistically satisfying, professional, efficient and safe; attends and lends perspective and expertise at appropriate staff and production meetings, including technical and dress rehearsals; and represents the Theatre to build positive relationships on its behalf within the profession and with others as appropriate.

PRIMARY RESPONSIBILITIES

Working within the vision of each guest artist to produce a finished and appropriate set in line with the allocated budget and assigned deadlines.

- Assist Production Manager with recruitment and supervision of technical production volunteers.
- Attend concept and production meetings, reply to production staff inquiries, and facilitate communication between all members of the production team, volunteers, and management.
- Collaborate with guest designers to have designs developed and approved on schedule; vet the designs for budgets, feasibility and safety; translate designs into working drawings for construction.

- Prep for builds; schedule volunteers; plan and order materials and supplies.
- Supervise and coordinate set builds so that rehearsals can safely run on set as scheduled and technical rehearsals can be fully productive.
- Run technical rehearsals with guest director, stage manager, and actors including preview night.
- Participate on various committees as necessary

SET CONSTRUCTION: Build and paint sets, using environmentally friendly materials whenever possible. Work with designers to ensure sets are furnished and dressed as agreed upon by the production team.

- Each set must be built and safe prior to the Sunday before opening (tech week).
- Sets must be painted, furnished, and dressed prior to final dress rehearsal during tech week.
- LCT expects sets to reflect high artistic quality with professional attention to detail.
- Implement best practices for scenic rigging to include overhead lifting.

LIGHTING & SOUND: Design all lighting and sound effects for each production and event as needed.

- Maintain a lighting plot and hang, cable, gel and focus all lighting instruments needed during the production.
- Maintain the integrity of the lighting and sound equipment in collaboration with The Weber Center for the Performing Arts.

PROPS & FURNITURE: Supervise and maintain properties storage and properties construction.

- Facilitate storage of properties, set pieces, furnishings, and equipment and maintain all storage and working spaces in a neat and orderly fashion.
- Supervise volunteer props master for each production.

SET STRIKE: Plan and oversee all production strikes.

- Provide a detailed plan for strike to production team and volunteers.
- Supervise volunteer labor in an organized and polite manner.

BUDGET: Control costs for labor and materials to stay within approved budgets and provide timely reports of all expenditures to the appropriate staff members.

- Provide receipts with expense explanation to the Producing Artistic Director.
- Cost overruns must be pre-approved by Producing Artistic Director.
- Assist in recommendation of Technical and Costume budgets to the Producing Artistic Director prior to each season.

MAINTAIN EQUIPMENT, STOCK & PRODUCTION FACILITIES: Protect LCT's and Weber Center's investments in equipment and facilities.

- Maintain sets, lights, props, furniture, and sound during the production run, and perform any needed repairs during the course of the production before the next scheduled performance.
- Be on call for any tech emergencies during production runs.
- In coordination with Weber Center, maintain theatre equipment, including but not limited to lights, dimmers, sound and light boards, tools, spotlights. Coordinate repairs and plan for replacements. Equipment expenses exceeding \$200 must be pre-approved by the Producing Artistic Director.
- Set and retain high professional standards for cleanliness, efficiency and safety of ALL production spaces – including shops, rehearsal halls, dressing rooms, backstage, and storage facilities.
- Proficient in maintaining and operating a counter-weight fly system.

SUPERVISE & TRAIN VOLUNTEERS: Train and supervise construction tech volunteers including, but not limited to, carpenters, painters, props, sound & light board operators, backstage running crews, and strike crew.

- Teach pre-show checks to sound & light board operators before opening night.
- Provide necessary written copy for playbill “special thanks” to the Marketing Director.

RENTALS: Coordinate rental or lending of theatrical properties and sets to both individuals and other theatres. Arrange for a timely pick-up and return of these properties.

Other duties as assigned by the Producing Artistic Director or Board of Directors.

QUALIFICATIONS/SKILLS/KNOWLEDGE/ABILITY

- Strong planning, organizational, people/communications, teaching and general management skills are a must.
- Skilled carpenter with knowledge of construction tools and techniques, basic engineering, and drafting.
- Skilled in basic theatrical painting.
- Appreciation of and ability to support the creative needs and ambitions of the theatre’s artists while keeping the work on schedule, within budget and on plan, with an interest in resourceful and conservative material use.
- Must be able to work independently as well as collaboratively and be able to work without immediate supervision.
- Strong attention to detail and the ability to work well under pressure.
- Enthusiastic and patient when working with amateur performers and volunteers.
- Proven communication skills, both oral and written.
- Computer proficiency-Microsoft Office Suite (Word, Excel) as well as computer-aided design software.
- Proficient in reading and creating construction plans and/or scenic plans.
- Be a team player, able to work with different guest artists.
- Leadership level personal and professional standards a must.
- Able to prioritize, be flexible and adaptable in a fast-paced creative environment.
- Job requires climbing stairs and ladders, working in, on, and around heights, plus lifting and carrying up to 100 pounds.

EDUCATION REQUIREMENT: Bachelor’s degree in Theatre with a Technical Emphasis, or the equivalent experience.

AVAILABLE:

TO APPLY: Please send a cover letter with salary requirements, resume, and sample portfolio pictures (if available) via mail or email to:

Grant Golson

Producing Artistic Director

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La Crosse Community Theatre is an Equal Opportunity Employer.