



Company of Fools

A proud part of the Sun Valley Center for the Arts

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www.sunvalleycenter.org

Job Title: **Company of Fools Technical Director**

Reports To: **Company of Fools Production Manager**

Purpose: The Technical Director is responsible for achieving artistic goals in collaboration with the Producing Artistic Director, Production Manager and Company of Fools Staff.

Company of Fools' Technical Director (TD) oversees and contributes to all technical and production areas of its mainstage season, readings, and other activities. As part of a 5-member full-time staff, this position is collaborative and wide-ranging, working closely with the Producing Artistic Director and others.

Reporting directly to the Production Manager, the TD serves as master carpenter and electrician, and occasional scenic or lighting designer, if qualified.

The TD works with designers to achieve their artistic vision within the parameters of resources available. She/he evaluates preliminary set designs in accordance with COF's technical capabilities and cost factors for approval by the Producing Artistic Director and the Production Manager.

The Technical Director works closely with the Production Manager to supervise, maintain, monitor and report detailed schedules of design, set construction and execution.

Working with the Facilities Manager for the Sun Valley Center for the Arts (SVCA), the TD assists in managing The Liberty Theatre (home of COF) and its storage facility.

The TD oversees the technical requirements and needs of theatre rentals.

At times, the TD serves as technical support for Sun Valley Center for the Arts' events including but not limited to gallery exhibitions and special events including the annual Wine Auction.

Key Responsibilities:

Construction

- Manage construction of all sets within budget
- Serve as master carpenter and electrician
- Hands-on management of all stages of the building process, including hiring of crew and overhire carpenters when required. In addition, the TD recruits and oversees any volunteers that possess the skills and expertise to assist with technical tasks.
- Work with Production Manager to determine appropriate timelines
- Work closely with designers to understand design and construction drawings to effectively address design questions and challenges.
- Complete all drafting/engineering and technical budgeting for construction of mainstage productions
- Maintain a high level of quality throughout the construction and load-in process, ensuring a safe and efficient work environment
- Coordinate and lead strike of all productions (including deconstruction and recycling)

Electrics

- Manage the realization of the lighting design for each production
- Lead light hang and focus for all productions and rentals
- Conduct routine maintenance of lighting equipment

Facilities Management

- Working with the SCVA Operations Manager, the TD will assist as needed in the following:
 - Oversee and schedule Janitorial Staff for Liberty Theatre
 - Conduct general building maintenance of The Liberty Theatre
 - Manage recycling at The Liberty Theatre

Artistic and Technical Support

- Serve as scenic or lighting designer productions, if qualified and available.
- Run crew when necessary
- Basic house and technical support for all theatre rentals
 - Sound and/or Light Technician
 - Projector technician
- Provide Technical support for the Wine Auction, gallery installations and special events

Manage Storage units

- Maintain all set, lighting, and sound equipment storage
- Maintain production inventory and storage units
- Manage disposal and/or gifting of all scenery and props not kept for storage
- Be knowledgeable in the use of COF and Center A/V equipment

Key Interfaces:

This position will interface with the following groups outside the department:

- Outside Designers and Directors
- Artists, Management, Audience Members, Volunteers

- Overhire Crew Members and/or Season Apprentice
- Theatre Renters

This position will interface with the following groups within the department:

- COF Producing Artistic Director, Business/Company Manager, Production Manager, & Production Assistant
- Directors, Designers, Actors
- SVCA Artistic Director & various staff leaders (e.g., programs, development, marketing, finance)
- SVCA Operations Manager
- SVCA Events Teams

Focus:

Construction 25%

Technical Support 25%

Design 15%

Management and Scheduling 15%

Maintenance 10%

Facilities Management 10%

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work requiring physical effort including, but not limited to: walking and/or brisk walking, heavy lifting and carrying, climbing/descending steps, climbing/descending ladders, crawling on catwalks, driving. Ability to work at heights. Agility is a plus.

Education/Experience Required:

- Bachelor's degree in Theatre or related field
- Minimum three years of experience in technical theatre
- Proficiency in Vectorworks/CAD.
- A basic understanding of QLab, ETC lighting console programming, all Microsoft licensed products
- User knowledge of the Internet
- Proficiency in carpentry, rigging and electrics (hang and focus), with an emphasis on quality of execution and safety
- Ability to manage individuals and teams in a dynamic work environment, and ability to communicate effectively
- Skills related to the operation and maintenance of A/V equipment
- Knowledge/experience maintaining safety standers per OSHA

To apply, please email resume, cover letter and three references to COFSearch@sunvalleycenter.org. Include "Technical Director" in the email subject line.

Company of Fools/Sun Valley Center for the Arts is an equal opportunity employer. We are dedicated to building a culturally diverse and equitable environment and strongly encourage applications from

people of color and women.