

# Technical Director/Production Manager

This position is: OPEN

**Job Number: 853 Posted: 7/13/2023 Revised: Location: St. Davids -- Posting Type: Staff**

## Position Summary

The Department of Theatre and the College of Arts & Humanities at Eastern University in Saint Davids, Pennsylvania invites applications for the Technical Director/Production Manager position, to begin the fall semester of 2023.

The Technical Director (TD) is responsible for overseeing the design, management, and execution of all technical elements of productions for Eastern University's Theatre Department in McInnis Auditorium, maintaining the performance facilities and technical equipment, recruiting and hiring contractors for design, and recruiting, training, and supervising student personnel for all theatre productions. The Technical Director works closely with the Theatre Director, theatre faculty, and guest professional designers (scenic, lighting, costume, projection, sound) to implement theatrical designs. The TD also works closely with Plant Operations, Event Services & Conferences, Accounts Payable, Human Resources, and Housekeeping.

The Production Manager (PM) is responsible for overseeing all theatre productions through production meetings, rehearsals, the run of performances, attendance at tech weekend, opening, closing, and strike as required, reporting to the Director of Theatre.

## Responsibilities

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- (TD) Management, and execution of all technical elements of productions and events for Eastern University's Theatre Department in McInnis Auditorium
- (TD) Maintaining the performance facilities and technical equipment
- (TD) Staffing and supervising set construction, load-in, run, strike, and storage including house preparation (orchestra pit, stage, audience, lobby) for theatre productions
  - Create with the Set Designer (Independent Contractor) a materials list based on the set design with estimates for purchase, rental, loan, etc. (get required approvals for purchase orders and check requests and execute orders for materials)
  - Coordinate set/props budget, build, rental, acquisition and report costs
  - Maintain, repair, and store Eastern Theatre Department owned set materials, tools & equipment, make recommendations for purchase. Maintain inventory and storage spaces
  - Coordinate set build with Master Carpenter (Independent Contractor), running and strike crews with Director of Production
  - Be available for and attend all production meetings as scheduled
  - Be available for on call service during the tech and run of productions, if not present during them, and come if requested
- (TD) Staffing and supervising the light load-in, run, strike and equipment storage

- Create with the Lighting Designer (Independent Contractor) a materials list based on the light design with estimates for purchase, rental, loan, etc. (get required approvals for purchase orders and check requests and execute orders for materials)
- Monitor lighting budget and report costs
- Maintain, repair and store Eastern Theatre owned lighting instruments, light board, electrics materials; make recommendations for purchase
- Coordinate light load-in with Master Electrician (Independent Contractor), running and strike crews with Director of Production
- (TD) Staffing and supervising the sound load-in, run, strike and equipment storage
  - Create with the Sound Designer (Independent Contractor) a materials estimate for purchase, rental, loan, etc. (get required approvals for purchase orders and check requests and execute orders for materials)
  - Coordinate sound load-in with Sound Designer (Independent Contractor), running and strike crews with Director of Production
- (TD) Recruiting, teaching, mentoring, and overseeing student workers in Tech, Crew, Board Operation, Lighting Design, Sound Design, and Stage Management of theatre productions
- (TD) Recruiting and hiring contractors for design with the Director of Theatre's approval
- (PM) In collaboration with Director of Theatre, oversee the needs, anticipate the requirements of each production, and request/negotiate space and time needs with the scheduling office and with other campus organizations
- (PM) In collaboration with the Director of Theatre, help create and oversee production budgets.
- (PM) Research, shop, send out bids when required, create purchase orders for contract and follow up on rentals of materials and equipment per production
- (PM) Draw up and get approvals for check requests for contracts or services of staff, guests, artists, etc.
- (PM) Provide training to student production managers.
- Option to teach up to one technical design course each semester.
- Eligible for additional design contracts
- Other duties as assigned

#### Values

- Seeks to treat each member of the campus community with fairness, dignity and respect seeking a spirit of unity and harmony as we join together to achieve our common mission.
- Embodies values of caring and compassion, justice and integrity, competence and affirmation.
- Enjoys working with and teaching college students, both theatre majors and non-majors.
- Supports Eastern University's commitment to Christian liberal arts education.

## Qualifications

### Required Knowledge, Skills and Abilities

As the senior technician overseeing the needs of theatre productions, the Technical Director will be called upon to address a wide range of technical issues. The candidate should possess a working knowledge of the techniques, methods and procedures of theatre productions. Applicants should have demonstrated experience with scale drawings, design and build. The Technical Director must adhere to and enforce safe work practices in the conception, construction, organization, interpersonal, and time management skills. Applicant must be able to lift and carry heavy scenery, climb ladders, work on the catwalk, and hold a valid driver's license. Schedule varies depending on the needs of the production calendar with night and weekend work during the academic year.

The production manager will need excellent interpersonal, written and verbal communication skills, and must be able to work well in group problem-solving situations, including the ability to identify and resolve problems in a timely manner and gather/analyze information skillfully. Knowledge of industry, local, and national safety standards.

Required Education: MA in Theatre minimum, MFA preferred  
Required Experience: Technical Theatre – 1-3 years preferred  
Possesses excellent time management skills  
Demonstrates success when working within a budget  
Carpentry, painting, and rigging expertise required

### About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

### Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

### **Description Disclaimer**

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.