



Position Title: Technical Director

Date: 09/13/2021

Division/Dept: Artistic

FSLA Status: Exempt

Reports: Executive Artistic Director

Classification: 100% FTE

***Company Mission:***

Since 1941, the historic Hillbarn Theatre has served the San Francisco Bay Area by embracing this founding ideal: “To create theatre with the community, for the community.” Hillbarn Theatre produces (minimum of) six (6) MainStage performances, two school year Conservatory productions, and four summer Conservatory productions per season.

***Job Summary:***

The ideal Technical Director will be a seasoned, “roll-up-your-sleeves” stage and labor-management professional. An employee in this role is responsible for the daily technical operations of the theatre, including but not limited to lighting, sound, set design and construction, and coordinating necessary maintenance.

***The Duties and Responsibilities:***

- Direct/maintain/coordinate the purchase of all scenic, rigging, and painting materials.
- Draft and create elevations, work drawings for sets based on set designer’s drawing or model.
- Create a load-in and load-out schedule with each department head.
- Attend Staff and Production meetings.
- Operates maintains and safeguards the technical assets of the theatre
- Determines the necessary technical supports needed for events and performances
- Attend, supervise and assist with set construction and strike.
- Management of volunteer or paid technical staff for individual shows.
- Work with Production Manager to facilitate renting the facility, staff for rental events, and safeguard the use of space.
- Monitor the condition of all equipment; arrange for a repair, replacement, and preventive maintenance
- Manage production budgets as distributed by EAD.
- Attend all designer run-throughs and accompanying production meetings.
- Attends all tech and dress rehearsals,
- Recommendations to the theatre leadership regarding capital purchases of technical equipment.
- Maintain relationships with representatives of various groups, vendors, volunteers, and others.
- Be on call during performances in the event that assistance is needed.



- Maintain all scenic elements and implement repairs discussed in production reports.
- Work with designers to coordinate rentals, pickups, and returns of all borrowed/rented goods
- Perform other related duties as required and assigned.

***Qualifications:***

- Bachelor's Degree or work history equivalent
- 3+ years of experience as a Technical Director or technical support role.
- Knowledge of stage carpentry set design, and implementation;
- Basic sound and lighting design and implementation;
- Basic scenic painting skills/understanding; appropriate safety policies and procedures.
- Understanding of tool maintenance, and local and industry safety standards.
- Understanding technical theatre: construction, props, lighting, sound, rigging, and AV.
- Basic knowledge of lighting and sound consoles.
- Excellent communication skills both orally and written.
- Excellent people, budget, and time management skills.
- Self-starter with exceptional organization, planning, and execution capabilities
- Microsoft Office, GSuite, Qlab, VectorWorks (or equivalent)
- Knowledge of theatre facilities and vocabulary
- Ability to read/create working drawings and construction drawings.
- Must have a valid driver's license.
- Supervisory experience

***Physical Requirements:***

An employee in this position will be required to lift, push, or pull up to 50 pounds using appropriate tools. This employee must be able to climb stairs and ladders comfortably and be comfortable working at tall heights.

***Special Job Requirements:***

Evenings and weekend work will apply.

Must be able to work within a shared office/shop environment where the organization is paramount.

Hillbarn Theatre is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please submit your cover letter and resume to [jobs@hillbarntheatre.org](mailto:jobs@hillbarntheatre.org) with the title "Technical Director Posting" in the subject line.