

Technical and Production Manager
Job Description 2020
Horizon Theatre

Horizon Theatre Company (Atlanta, Georgia) seeks an energetic, organized full-time TECHNICAL DIRECTOR. Responsible for supervision and execution of all production elements for mainstage shows, all auxiliary programming and maintaining the facility. 3-5 years of technical theatre experience required, theatre degree preferred. Strong carpentry skills, good working knowledge of lighting and sound, computer and communication skills required. Participate in all technical and staff meetings. Crew management experience preferred. Will supervise interns, volunteers, and contract labor including maintaining database of labor resources. Night and weekend hours required. As the senior staff in production, technical and facilities functions, this position reports to the Co-Artistic/Technical Director and the Co-Artistic/Producing Director and works closely with the entire theatre staff.

Salary commensurate with experience, \$30-\$40K includes health insurance. Send letter of interest, resume, salary requirements, photo and phone references to jobs@horizontheatre.com. Include "TD Search" in the subject line. Attachments should be MS Word, jpg or pdf.

Detailed Areas of Responsibility Include:

Technical Direction – Set and General

- Act as Technical Manager on all productions.
- Create technical drawings for scenic execution based on designer's drawings, models and renderings.
- Budget all scenery prior to build to ensure that set design can be executed as submitted within budget.
- Work with set designer, artistic directors and directors to create artistically appropriate alternatives when submitted scenic design exceeds budgetary constraints.
- Lead scenic construction and load-in for all productions and manage interns/crew in all build sessions.
- Take overall responsibility for executing all scenic construction to high artistic standards.
- Help with construction of properties, structures for lighting, and other items as needed per-show.
- Pick up all building materials and transport them to the theatre.
- Paint scenery as needed and/or coordinate reasonable timeline with Scenic Artists for scenery to be painted and installed before tech rehearsals.
- Keep scene shop adequately stocked with necessary production materials and supplies.
- Train all interns in safe use of scene shop equipment.
- Maintain knowledge of current theatre software and ability to realize set design
- Organize strike and load-in for all productions

Technical Direction – Lights and Sound

- Monitor the condition of equipment including lighting, sound, and rigging equipment; arrange for the repair and replacement within budgetary constraints; perform preventive maintenance on equipment.
- Perform maintenance and repairs on theatre equipment and facilities including, but not limited to, rigging systems, scene shop machinery and tools, and lighting and sound equipment.
- Coordinate reasonable timeline with Master Electrician for hang and focus and with Sound Designer/audio engineer and Projection Designer for sound and projection load-in
- Coordinate all lighting and sound needed for after hours and dark night shows and rentals.
- Supervise technical elements of all after hours and dark night shows and rental productions

Production Management

- Organize, coordinate and support the development and execution of all technical and design elements of the season productions, including scheduling and running design and production meetings.
- Develop, oversee and enforce Production deadlines, due dates, and all technical schedules.
- Oversee production personnel to ensure all technical areas are kept on budget.
- Hire all other technical personnel as approved by artistic directors.
- Develop, improve and/or maintain relationships with production personnel at area theatres.
- Communicate up-to-date information about technical details to necessary to artistic personnel.
- Monitor the condition of equipment including lighting, sound, and rigging equipment; arrange for the repair and replacement within budgetary constraints; perform preventive maintenance on equipment.
- Hire and schedule all overhire labor for all technical and production needs.
- Be available throughout the run of the production to deal with any matters arising including, but not limited to, lighting, sound and scenic needs.
- Required attendance at tech rehearsals and opening nights
- Extended hours in “tech push” - two weeks prior to each opening
- Flexible hours when not in “tech push”

Facilities Management

- Maintain the theatre’s facility including emergency equipment repair and maintenance.
- Assist staff leaders in planning and executing capital improvements.
- Maintains a safe environment for patrons and workers.
- Work with renters to determine and fulfill all contracted needs.

Safety Management

- Train and prepare for emergency situations that involve deep wounds, amputations and other first aid.
- Knowledge of first aid, certificate and/or formal Health & Safety training
- Up to date knowledge of health & safety law and excellent working practice, including experience of producing detailed risk assessments
- Communicate and enforce City of Atlanta fire code standards.

Miscellaneous

- Approve, arrange, and track all prop, costume, and other loans to other organizations.
- Aid technical staff in arranging to borrow and return items from other organizations as needed.
- Help in a technical capacity with all other special events and functions.
- Monitor and approve all first aid supplies purchased for theatre.
- In depth problem-solving skills and attention to detail with good communication skills.
- Experience with tight budgets and bringing projects in within budget.
- Other duties as assigned.