

POLICY NUMBER: 4.2.1	DATE ADOPTED: Nov 15/17
POLICY TYPE: General Operations	DATE AMENDED:
POLICY TITLE: House Technical Director	

House Technical Director Job Description

Rationale

Due to the volunteer nature and lack of professional training of most if not all of the theatre technical volunteers, there is a potential for equipment to be improperly used or damaged. This creates problems for the next crew and has a financial impact on the Theatre.

The House Technical Director (HTD) has both training and enforcement responsibilities. This is an ongoing position, meaning that it is not connected with only one production, but has responsibility for technical oversight of all productions and other events in which our technical equipment is used. Each production needs to have its own technical designers and operators and the HTD is free to take on those additional responsibilities as he/she wishes.

If necessary the position may be divided into two or more positions, for example, a Sound Director and a Lighting Director.

Compensation

In recognition of the ongoing responsibility and hours of work over a year, the HTD will receive an honorarium of \$1500 per year paid in three equal payments or otherwise as negotiated.

The HTD will be given a discretionary budget for the repair or replacement of broken and damaged equipment.

Qualifications

The House Technical Director should have a good working knowledge of the following areas:

- Electrical wiring
- Electrical safety
- Basic building construction
- Fire regulations
- Fire safety
- Safe work Practices (e.g. use of ladders)
- Rigging Operation of smoke pots and fog machines
- Use of special effects

- Stage lighting and design
- Hanging stage instruments
- Repairing stage instruments
- Running the lighting console
- Understanding the lighting circuitry
- Ordering replacement parts
- Understanding the sound system
- Operating the sound system

Authority

The House Technical Director has the authority to:

- Approve any changes to the existing standards,
- Reject any changes that are unsafe or would be detrimental to the good of the Theatre,
- Inspect the lighting and sound booths at the end of a production or rental, or at any other time, to insure that standards are being maintained and all is in proper order,
- Order corrections to be made before a show can proceed if there are safety issues.
- Condemn any equipment that has become too dangerous to use and is not worth repairing.

Other Responsibilities

- To be available to all the technical crew members for consultation and advice.
- To be consulted prior to anyone making changes to the standard sound or light system.
- To ensure that those using the Stage Manager's Kit fulfil their responsibility to restore used items and leave the kit neat and well organized.
- To do any repairs that can be done, or arrange for a specialist to do them.
- To make recommendations to the Board for new equipment that is necessary or desirable.
- To be consulted prior to the purchase of any new equipment.