

<b>POLICY NUMBER:</b> 4.2.1	<b>DATE ADOPTED:</b>
<b>POLICY TYPE:</b> General Operations	<b>DATE AMENDED:</b>
<b>POLICY TITLE:</b> Technical Director	

## 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.

A partial solution to this problem is the appointment of a Technical Director who 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.

### Qualifications

The 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 Technical Director has the authority to:

- Approve of 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 anytime to insure that the rules of the Theatre are being obeyed,
- Order corrections to be made before a show can proceed if there are safety issues.

### **Other Responsibilities**

- The Technical Director should be available to all the technical crew members for consultation and advice.
- The TD should be consulted prior to anyone making any changes to the standard sound or light system.
- The TD should do any repairs that can be done, or arrange for a specialist to do them.
- The TD should be consulted prior to the purchase of any new equipment.
- The TD should have discretion to spend up to \$300 on any repair or replacement of broken equipment.
- The TD should have the right to condemn any equipment that has become to dangerous to use and is not worth repairing.