

POLICY NUMBER: 4.2.1	DATE ADOPTED: Nov 15/17
POLICY TYPE: General Operations	DATE AMENDED: Jan 24, 2019
POLICY TITLE: House Technical Director	

House Technical Director Job Description

Rationale

Due to the volunteer nature and lack of professional training of most theatre technical volunteers, there is a potential for equipment to be improperly or unsafely used or damaged.

The House Technical Director (HTD) is an ongoing position which provides both training and oversight of the use of technical equipment whether by our own productions or other users of our building. Each production will 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 or a House Technical Director and a Technical Assistant with duties shared as agreed upon.

The House Technical Director is accountable to the Board of Directors.

Compensation

In recognition of the significant ongoing responsibility and hours of work over a year, the HTD will receive an honorarium of \$1200 per year paid quarterly or as otherwise negotiated.

The HTD will be given a discretionary budget for the maintenance, repair and 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
- Programming and running the lighting console

- Understanding the lighting circuitry
- Ordering replacement parts
- Understanding the sound system and circuitry
- Programming and operating the sound system

Internal Responsibilities and Authority

The House Technical Director has the authority and responsibility to:

1. Approve any changes to the existing standards,
2. Reject any changes that are unsafe or would be detrimental to the good of the Theatre,
3. 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,
4. Order corrections to be made before a show can proceed if there are safety issues.
5. Dispose of any equipment that has become too dangerous to use and is not worth repairing.
6. Maintain the lighting and sound booths and cables in a tidy and clean condition ready for the next user..
7. Organize storage areas within the booths and elsewhere with labels to help users know where to return things (e.g. gaff tape, board tape, patch cords, tools, microphones, etc.)
8. Keep the lighting instruments clean and in good working order, doing repairs or arranging for a specialist to do them.
9. Keep track of bulb inventory and ensure that spares are in stock for all instruments.
10. Renew the stock of gels as needed as well as gaffers tape and other supplies.
11. Be available to all technical crew members for consultation and advice.
12. Be consulted prior to anyone making changes to the standard sound or light system.
13. Ensure that those using the Stage Manager's Kit in the dressing room fulfil their responsibility to restore used items and leave the kit neat, complete and well organized.
14. Make recommendations to the Board for new equipment that is necessary or desirable and to provide some sense of priority.
15. Be consulted prior to the purchase of any new equipment.

External Responsibilities and Authority

The House Technical Director has the authority and responsibility to:

1. Coordinate with the Rentals Manager to ensure that renters and others who use the building and who wish to use the sound and lighting equipment, have qualified technicians who can use it properly and safely. This can be achieved either by engaging one of our own techs or by supplying one approved by the House Technical Director.