



<b>Job title</b>	<i>Technical Director</i>
<b>Full-time</b>	<i>40 hours/week Flexible Schedule, Nights and Weekends Often Required</i>
<b>Salaried</b>	<i>Up to \$40,000/year (commensurate with experience)</i>
<b>Benefits</b>	<i>Reimbursed continuing education expenses to be determined</i>
<b>Reports to</b>	<i>Associate Director</i>

## **Job Overview**

Under the supervision of the Associate Director, the Technical Director plans, designs, and manages the production of all scenery, lights, and sound at Amelia Community Theatre (ACT) in support of the mission of ACT. The Technical Director will work in collaboration with staff, show leadership, and other volunteers.

## **Duties and responsibilities**

### Technical Director Duties

- Directly supervises the creation and execution of all technical aspects of productions including set construction, lighting, and sound.
- Works with designers and directors, ensuring their understanding and knowledge of ACT systems and infrastructure.
- Directly supervises general work days, set construction, electrics, audio operation, strikes, and other technical volunteer work as needed.
- Ensures proper technical training, safety, maintenance, and operation of ACT equipment.
- Develops training for specialized technical and design workshops.
- Integrates technical volunteers into productions and other activities.
- Coordinates necessary building maintenance.
- Maintains clean and orderly production space, tools, and theatrical equipment.
- Implements and ensures safe industry and OSHA standards for all production spaces.
- Develops improvement projects related to technology and production.
- Determines technical capabilities related to rentals, co-productions, and special events.
- Sets up lighting and audio equipment as needed.
- Operates lights and sound as needed.

### Production Management Duties

- Manages all technical production positions and is available to fill in production positions as needed.
- Oversees costs for materials and technical expenses to maintain fiscally responsible productions.
- Develops and manages a collaborative design and production team for each show.
- Maintains production timetable (construction, painting, electrics, sound, etc.) and ensures that all technical elements are completed on schedule and show-ready.
- Performs any production related repairs during show runs.

- Attends all technical rehearsals.

#### Design Duties

- In collaboration with directors, designs sets and lights for productions as needed.
- Drafts any necessary technical or construction drawings.
- Designs or plots sound effects and other audio as needed.

#### Qualifications

##### Knowledge, Skills, and Abilities

- Professional Communication
- Interpersonal Communication
- Confidentiality
- Organization and Computer Literacy
- Planning and Management

##### Education and Experience

- Undergraduate degree required
- Technical Theatre degree preferred
- Design experience required
- Advanced carpentry skills required
- Two years professional work experience preferred
- Training or teaching experience preferred

#### Working conditions

##### Physical Demands

- Lifting/carrying up to 50 lbs.
- Sitting/Standing for 3-4 hours at a time
- Working on ladders, scaffolding, and mechanical lifts up to 40' in elevation

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

##### Work Environment

- Solitary and teamwork settings
- Noise level ranges from quiet to loud
- Indoor and outdoor workspaces

#### To Apply

Please send a cover letter, resume/CV, and three professional references to [employment@ameliacommunitytheatre.org](mailto:employment@ameliacommunitytheatre.org).

Position is "Open Until Filled."

Amelia Community Theatre (ACT) 904-261-6749 [info@AmeliaCommunityTheatre.org](mailto:info@AmeliaCommunityTheatre.org)  
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*ACT is a member-supported and volunteer-assisted organization, and a not-for-profit 501(c)(3) corporation registered with the State of Florida. The mission of ACT is "to provide quality theatre and artistic experiences to the community through participation and presentation."*