

**BAINBRIDGE PERFORMING ARTS**  
**Technical Director - Position Description**

*BPA's mission is to promote appreciation of and participation in the performing arts  
to build, educate, and inspire our vibrant creative community.*

**August 1, 2017**

**Reports to:** Executive Director, Production Manager

**Hours:** Full Time, Exempt, Flexible Hours- weekdays, evenings, and weekends

This position description outlines the duties and responsibilities of the Technical Director of Bainbridge Performing Arts (“BPA”), a non-profit community organization. The Technical Director (“TD”) will strengthen the stewardship-based culture of BPA and further its mission by working directly with volunteers and stipend-eligible designers, BPA staff, and other committees as required for projects designed to support the organization.

**PRODUCTION**

- Determine the necessary technical supports for lighting, sound, video, rigging, staging, and other technical needs for events and performances presented at the facility and occasionally offsite, in accordance with BPA scheduling and guidelines.
- Proficiently operate all theatrical technical systems.
- Oversee the design and execution of all scenic, projection, sound, lighting, video and special effect elements used in the theater’s productions and insure that all are executed in a timely manner and within budget.
- Train, manage, and ensure the safety of technical interns and volunteers.
- Assist designers with all production related technical matters. Ensure that all designs meet the budgeting requirements and facility limitations.
- Supervise all technical production staff including contracted master carpenter(s) and master electrician(s).
- Lead and participate in set construction as appropriate.
- Supervise the load-in of all set elements to the theatre.
- Participate in production meetings, attend all technical and dress rehearsals, take notes and address needs as required.
- Coordinate all strikes in collaboration with the Production Manager. Ensure that the theatre is returned to “zero” for operation and rentals.
- Oversee all technical elements and run (operate the lighting and sound board or arrange board operation) for all non-Mainstage performances including Theatre School, BSO, Improv, Rentals, and other special events.
- Collaborate with Education Director to design and implement scenery, lighting, and sound for all Theatre School productions.

- Assist with all technical needs for the annual Starry Night Gala and act as a consistent community steward to further the community's interest and support of BPA.
- Other duties as assigned by the Executive Director and/or Production Manager

### **FACILITY**

- Arrange or perform maintenance of facility and performance systems and assist in budgeting for planned needs.
- Upkeep of Hodges Hall: includes cleaning, restoring the stage after every production, restoring the legs, teasers and curtains to the current position and trim, maintaining the house seats and lights.
- Maintain inventory of all equipment and supplies and ensure that they are maintained and stored properly between productions.
- Keep the scene shop and technical booth clean and well organized.

### **SKILLS AND EXPERIENCE**

- Bachelor's Degree in Theatre or a minimum of three years experience of managing technical theatre elements including set design and construction, lighting design, and sound design is required.
- Theatre project management including the determination of ongoing design and production needs, meeting schedules and budgets, and inventory control is essential.
- Effective and collaborative communication with volunteers, renters, vendors, patrons, and co-workers is essential.
- Ability to work both autonomously and closely with a collaborative team is required.
- Experience with ETC consoles and Mackie sound equipment a strong plus.
- The TD must be able to maintain irregular and extended working hours and be able to lift, push or pull objects up to 100 pounds using appropriate tools.
- Ability to perform minor repairs and preventative maintenance on all equipment is needed.

### **REMUNERATION**

This is a full time, exempt position. Salary range is \$35,000-\$40,000 DOE, includes employee health benefits, generous vacation, and sick-leave.

TD is eligible for additional lighting and set design contracts for an additional per-show stipend. BPA encourages creative participation in productions as interested.

*BPA is a 501 (c)(3) organization and non-equity performance center. For more information about BPA and our programs, please visit [www.BainbridgePerformingArts.org](http://www.BainbridgePerformingArts.org)*