



## POSITION DESCRIPTION

TITLE –Technical Director

DEPARTMENT - Production

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### POSITION SUMMARY

The Technical Director supports the artistic vision of The Muny and its artists through seamless and collaborative implementation of all technical elements. This position reports to the Director of Production. The Technical Director manages and oversees all production lot functions, with six department heads as direct reports (props, video, automation, carpentry, sound and electrics). This position communicates with the designers, artistic and production staff, as well as Muny administration. Required areas of expertise and experience include construction, rigging, lighting, sound, video, automation, and the ability to work within clear budget parameters. We are seeking someone who can be part of a dynamic team creating exciting and unparalleled theatrical work and contributing to The Muny's rich tradition of excellence. This position plays a pivotal role in delivering over 50 performances per season.

### ENTRY QUALIFICATIONS

- A degree in technical theater or equivalent work experience, with a minimum of 5 years working in a technical capacity.
- High degree of interpretive, interpersonal and communication skills and the ability to work in a team environment.
- Computer and internet research skills with specific knowledge of Word, Excel, and Google Drive.
- Advance knowledge of construction techniques including carpentry, rigging and automation.
- Well versed in AutoCAD 2D, 3D capabilities are a plus.
- Demonstrate an understanding of The Muny's mission, strategies, and programming, including a commitment to antiracism in the workplace.
- Exceptional organizational skills.
- Democratic leadership style based on problem solving through conversation and transparency.
- Serves as a team leader, modeling a positive attitude, motivating crews, and managing a team with a variety of experience levels.
- Able to meet deadlines, adapt to changing priorities, and demonstrate strong time management skills.
- Ability to maintain confidentiality.
- A strong aptitude to teach and mentor individuals.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support all production-related departments (lighting, sound, costumes, wardrobe, props, and stage management).
- Estimate and budget materials and labor for construction, transportation, installation, and load-out.
- Coordinates with Human Resources and Accounting Departments to execute weekly payrolls
- Create efficient load-in and load-out plans that address the needs of all departments.
- Schedule labor efficiently and in alignment with the approved budget(s), ensuring that all deadlines are met.

- Identify solutions to issues, challenges, and changes during the tech process.
- Supervises and assists with set and stage construction and management.
- Monitor the condition of equipment including lighting, sound, rigging equipment in coordination with the Facilities Supervisor; arrange for the repair and replacement within budgetary constraints; perform preventive maintenance on equipment.
- Maintain ownership of the scenic elements by monitoring rehearsal reports and show reports.
- Must create and be flexible in an ever changing and fast-paced work environment where multiple factors such as budget, vision, staff, and deadlines may change.
- Treat all artisans (artistic, design, performers, and creative) with respect and dignity.
- Adhere to and fully support all health and safety protocols.
- Participating in all EDI learning or experiences cultivated within the Production and/or Scenic Department.
- Complete other duties as assigned.

### **WORKING CONDITIONS**

The Technical Director's responsibilities include daytime hours, afternoon rehearsal, evening performances and evening technical rehearsals. The Muny campus is outdoors during the summer in the heat. Individuals should expect to remain outdoors through most workdays. Noise levels will vary from quiet to loud and large machinery. This site is a working environment with employees, truck deliveries, etc. A high degree of situational awareness in a high tempo working environment is a must. A moderate to heavy degree of physical ability is associated with the Technical Director position. Schedule of hours will vary widely throughout the season (May - August) Working hours outside of the season will be called on an as needed basis and will be contained between the hours of 7am -3pm. This position falls under the jurisdiction of IATSE Local 6.

### **SALARY**

The Technical Director works a minimum of 36 weeks per year. Salary is determined by the Collectively Bargained Agreement (CBA) between The Muny and IATSE Local 6. The hourly current rate is \$50.95 with a guaranteed annual base rate of approximately \$90,000. Additional compensation includes ample overtime opportunities, paid vacation and other benefits as outlined in the CBA. Payroll checks are issued every Wednesday and must be via direct deposit.

### **ABOUT THE MUNY**

The Municipal Theatre Association of St. Louis is America's oldest and largest outdoor musical theatre. For 108 years, The Muny has produced Broadway musicals each year, on a scale and in a manner unlike any other theatre in the world. Every summer, The Muny produces seven full-scale musical theatre productions. The theatre has 11,000 seats including 1,500 free seats at each performance. The Muny is a 501(c)3 nonprofit organization.

### **Key Relationships:**

Director of Production

Director of Operations

Facilities Supervisor

President/CEO of The Muny

Executive Producer and Artistic Director

Director of Human Resources