

Job Description: Technical Director for Diablo Ballet

Position Overview:

The Theatrical Technical Director is a key member of the production team responsible for overseeing and managing the technical aspects of theatrical performances, ensuring the successful execution of all technical elements in a production. This role requires a combination of technical expertise, leadership skills, and a thorough understanding of theater production processes. The Theatrical Technical Director collaborates closely with the Artistic Director, choreographers, designers, and production crew to ensure the seamless integration of technical elements into the overall artistic vision. This is a part-time seasonal job.

Responsibilities:

1. Technical Planning:

- Work closely with the choreographer and production team to understand the artistic vision and technical requirements of each production.
- Create and maintain a detailed technical schedule and budget, ensuring that all technical elements align with the production timeline and financial constraints.
- Coordinate and work as the liaison with the theatre to provide the technical schedule, details and needs for each performance series.
- Organize and supervise load in and load out at the theater.

2. Set Rentals & Props:

- Liaison with any entity that Diablo Ballet rent sets and props from.

3. Technical Crew Management:

- Hire and manage a team of technical crew members. Sets crew schedule to fit within the budget.
- Delegate tasks effectively and provide guidance and support to ensure the successful execution of technical elements.
- Work with the crew on stage as well as being one of the stagehands on deck during performances.
- Oversees payment to crew members, by providing time sheets and submitting them for payment.

4. Technical Coordination:

- Rents trucks and schedules pickup and drop offs for all Diablo Ballet performances.
- Maintains inventory of items used during each performance series - gaff tape, spike tape, batteries etc.
- In charge of storage maintenance, loading and unloading truck, keeping shed organized.

- Quickly and effectively troubleshoot technical issues that may arise during rehearsals and performances.
- Develop contingency plans for potential technical challenges and be prepared to adapt as needed.
- Keep in regular contact with Artistic Director.

5. Safety and Compliance:

- Ensure that all technical elements comply with safety regulations and industry standards.
- Conduct regular safety inspections of equipment, rigging, and set structures, and address any safety concerns promptly.

Qualifications:

- Experience in professional theatre production.
- Demonstrated experience in technical theater, helpful if experience with lighting, sound, set construction, and other technical elements.
- Strong organizational and project management skills to handle multiple aspects of production simultaneously.
- Excellent communication and leadership skills to work effectively with diverse teams and stakeholders.
- Knowledge of best practices related to theatrical production.

To apply, please send a cover letter and resume to diablo@diabloballet.org. Diablo Ballet is a 501c3 Non profit organization.