

**Keizer Homegrown Theatre**  
**TECHNICAL DIRECTOR**  
**JOB DESCRIPTION & DUTIES**

The technical director (TD) oversees the physical production elements.

**PRE-PRODUCTION**

1. Meet with the directors and stage managers for the season to answer questions and pass out resources list.
2. Help design the sets.
3. One month out, meet with the production team. From the director, gather the script, light plot, sound plot, rehearsal/production schedule, set design. Make set work day suggestions for the production schedule, depending on the complexity of the set requirement.

**DURING PRODUCTION**

1. Attend all production meetings.
2. Keep track of receipts.
3. Train lighting/sound technician.
4. Serve as a resource for sound.
5. One month before opening, provide the producer with people to thank for the program.
6. Oversee the ordering, delivery, hang, focus and operation of lighting instrument.
7. Oversee the delivery, load in and operation of sound equipment.
8. Ensure the timely construction and installation of the set and masking.

**POST-PRODUCTION**

1. Oversee strike of set, lighting and sound.
2. Arrange to return borrowed or rented equipment.
3. Attend post mortem with the production team.

**ON GOING**

1. Keep an updated resource list
2. Maintain physical space and equipment.
3. Maintain warranty and instruction forms.
4. Create a written inventory of theatre equipment.