Theatre Xavier is seeking a Technical Director for their 2020-21 season.  This position is a part-time.  The Technical Director reports directly to the Theatre Xavier Co-Directors.  The TX TD works cooperatively with the TX Co—Directors to maintain communication and collaboration between all TX Mentors, and is the main technical support hub to the director’s vision for all TX productions.  The TX TD works directly with students to teach and mentor them on the technical aspects of all TX theatrical productions.  TX Technical Mentors report directly to the Technical Director.   Teaching experience preferred.

Compensation is paid by stipend on a per show basis.

To apply please send resume to Elizabeth Harris at eharris@stxavier.org.

List of Duties for the TX TD

1.      Must have working knowledge of all technical theatre areas.

2.      Work with scenic designer to ensure designs are within the capabilities of both the budget and the shop.

3.      Draft set for all TX productions.

4.      Work with Master Carpenter to build the set for all TX productions.

5.      Work with Master Carpenter to manage Stage and Building Crew.

6.      Stay within budget when building the set for all TX productions.

7.      Effectively teach students on all technical crews.

8.      Perform proper rigging.

9.      Work with mentors to ensure all spaces are in good working order and being restored for classes after work calls.

10.  Facilitate purchasing and rentals need for the production.

11.  Know limitations of the all theatre systems.

12.  Regularly clean and maintain shop during TX productions.

13.  Clean stage after builds.

14.  Coordinate build times.

15.  Coordinate with other mentors and directors use of spaces.

16.  Manage run crew for all TX Productions.

17.  Strike show.

18.  Repaint stage after each show.

19.  Attend all TX Production meetings.

20.  Attend all Technical Rehearsals.

21.  Manage Technical Crews during Technical Rehearsals.