

## **DUTIES AND RESPONSIBILITIES OF THE TECHNICAL DIRECTOR**

Following are the basic requirements for the Technical Director for any production produced by K-State Theater and Dance. Student Technical Directors report directly to the Faculty Technical Director and must keep Faculty Technical Director informed of progress on a daily basis. Duties include but are not limited to:

### **1. Design Phase**

Read Script. Prepare budget and planning workbook. Acquire budget and scheduling information. Become familiar with production time line as shown in the season calendar. Attend design meetings if requested. Be available to assist artistic team. Learn MTD purchasing procedures.

### **2. Budget Phase**

Develop list of production requirements. Attend budget meetings. Develop materials and labor estimates. Research construction procedures. Research Safety and Health concerns. Develop preliminary scene and paint shop schedules. Make sure scenic design meets all applicable Life Safety, Building and Fire Codes.

### **3. Pre-Construction Phase**

Order materials. Produce construction drawings. Develop build (including paint) schedule. Develop load-in schedule. Communicate budget and schedule to Scene Shop Supervisor. Follow all MTD purchasing procedures.

### **4. Construction Phase**

Produce and communicate technical drawings and schedules to Scene Shop Supervisor. Monitor budget, schedule and daily progress of scenery construction. Address all developments due to rehearsal process. Attend all production meetings. In cooperation with Stage Manager, set call times for running crews.

### **5. Load-In Phase**

Supervise load-in procedures. Update Stage Manager, Director, and Scenic Designer of progress on a daily basis. Develop training procedures for student running crews.

### **6. Technical Rehearsal Phase**

Attend Crew Watch, Technical and Dress Rehearsals. Communicate adjustments due to rehearsal process to Scene Shop Supervisor. Supervise and assist running crew as procedures are developed and refined. Monitor rehearsals to ensure safe operating procedures and conditions.

### **7. Performance Phase**

Monitor and respond to Performance Reports. Inspect all technical production elements as needed. Develop Strike Plan. Communicate daily notes, strike call time, and strike requirements to Scene Shop Supervisor.

### **8. Strike**

Supervise strike to ensure orderly and safe tear down, demolition, and/or storage of scenic, lighting, sound, and property elements.