

## **The Ensemble Theatre – Job Description**

Position: Technical Director

Status: Exempt, Full Time Position

Reports to: Artistic Director

**Principal Functions:** As Technical Director you will manage the technical aspects of all artistic productions and activities while upholding the theatre's exceptional reputation through quality work and lasting community relationships.

### **Technical Director specific responsibilities:**

The TD will work closely with Production Designers (set, lights, sound) to oversee hiring and supervision of specific technical production staff or technical contractors.

- Assist in overseeing quality control in all areas of technical production.
- Oversee the identification, and supervision of production personnel for TET on-going programs, special events, or projects and programs including but not limited to designers, all crew, over-hired labor and other production technical support personnel that is needed at the theatre or outside activities for TET.
- Become knowledgeable of union and labor laws and ensure that the theatre complies and in accordance with timely preparations of records and reports as required for licenses, unions, and labor laws.
- Assist in building sets and working with master carpenters, hanging lights
- To generally supervise the activities of the scene shop and oversee maintenance of production storage spaces.
- Work on two mainstage productions in the capacity of operator or carpenter, depending on skills.
- Assist all designers and carpenters with installation.
- Have primary responsibilities to oversee set up and technical crews required for booked-in events as well as TET productions and events.
- To maintain the inventory of the scene shop, prop and small storage rooms and maintain all TET technical equipment in good working order.
- To maintain a shop calendar and adherence to deadlines for effective use of the scene shop and to meet production time-lines.
- To maintain technical stock and permanent technical equipment, and secure from theft, damage, or misuse.
- Set up systems, supervise, and coordinate the inventory, storage, use, and recycling of TET productions stock. To annually review systems and organize inventory.
- Establish business relationships with artistic/technical vendors, and put in place systems and checks and balance to maintain vendor relations and accounting

- Attendance at production meetings for all TET programs
- Effective monitoring and assistance to manage artistic programs within or below budgetary parameters established in approved budgets, while maintaining high artistic standards.
- Maintenance of sound and timely business relationships with technical vendors, licensors, and artistic personnel
- Development and maintenance of a resource file on local technical production personnel, including carpenters, painter, designer, crew personnel etc.
- Initiative taken to acquire the professional relationships, training, and industry resources which assist TET in attaining and sustaining an efficient and first-class technical production operation.
- Supervise in general all technical operations for The Ensemble programs.
- Ability to serve as an advocate for TET and represent TET in a professional manner throughout the industry.

**Expectations for this position:**

- Knowledge of the arts preferred
- Understanding of financial reports and budgets
- Creative, independent thinker, strong initiative, high energy
- Team player, balances individual goals with the entire organization
- Strong multi-tasking capabilities, can prioritize duties, meets deadlines

**Technical Director Required Qualifications:**

Bachelor's degree or equivalent technical experience.

Experience working with professional stagehands, touring productions, and management.

Demonstrates considerable (typically 3 – 5 years) experience in technical production including a practical knowledge of theatrical systems to include: scenic construction (metal and wood) rigging, hanging lights and personnel management.

Strong computer proficiency, specifically with MS Office Suite (especially Excel)

Rigging certification or willingness to obtain one.

**Salary:**

Commensurate with experience/ health benefits.

**Application Process: Deadline for submissions- April 16, 2018.**

Interested candidates should submit a letter of application describing interest and qualifications, resume, three references via email to: Teresa White- [twhite@ensemblehouston.com](mailto:twhite@ensemblehouston.com) 713-807-4309. This position is effective July 1, 2018.

**About The Ensemble Theatre:**

The Ensemble Theatre was founded in 1976 by the late George Hawkins to preserve African American artistic expression and enlighten, entertain and enrich a diverse community. Forty-one years later, the theatre has evolved from a touring company operating from the trunk of Mr. Hawkins' car to being one of Houston's finest historical cultural institutions. The Ensemble is one of the only professional theatres in the region dedicated to the production of works portraying the African American experience, the oldest and largest professional African American theatre in the Southwest and holds the distinction of being one of the nation's largest African American theatres owning and operating its facility and producing in-house. The Ensemble Theatre has fulfilled and surpassed the vision of its founder and continues to expand and create innovative programs to bring African American theatre to a myriad of audiences.

The programs and operations of The Ensemble Theatre benefit a multicultural audience that is diverse in age, income, ethnicity, and culture. The Ensemble produces a Mainstage Season of six contemporary and classical works devoted to the portrayal of the African American experience by local and national playwrights and artists. The Ensemble's Performing Arts Education program provides educational workshops, artist-in-residence experiences, and live performances for students both off-site and at the theatre, and the Young Performers Program offers intensive spring and summer training for youth ages 6 to 17 encompassing instruction in all disciplines of the theatre arts. Through its varied programs, The Ensemble reaches over 65,000 people annually.