



Job Description

Technical Director (Part Time)

Classification: Part-Time (approximately 20 hours/week average)

Reports to: Managing Director

The Technical Director oversees all technical aspects of Muskegon Civic Theatre main stage productions and educational programs. This individual works in concert with the Artistic Director, Administrator of Education and Community Engagement, and production staff and volunteers. The Technical Director is an essential part of the team that delivers six main stage productions and numerous educational programs each year.

Essential Duties

- Serves as Technical Director for all productions of Muskegon Civic Theatre, overseeing the management of backstage crew volunteers and technical artistic staff.
- Provides oversight of each production's technical details, including all production meetings, move-in, performances, and strike to ensure the highest standards in design and performance.
- Works with the Administrator of Education and Community Engagement on the technical aspects of education programming throughout the year, including Saturday Classes, Footlights Fun Camp, Teen Intensive, etc.
- Oversees the physical plant of the Scene Shop. Including but not limited to development and retention of scenic volunteers, inventory and oversight of MCT property held at the Scene Shop, and coordinating maintenance of the building and property.
- Works with the Managing Director to oversee planning and implementation of capital expenditures and facility improvements.
- Oversees transportation of sets for all productions to & from the scene shop and venues.
- Attends all production meetings unless excused by the Managing Director/Artistic Director/Director.
- Works with the Managing Director in strategic, long-range planning and organizational development.
- Works with the Artistic Director to plan and manage technical aspects of show budgets.
- Performs other related duties as directed by the Managing Director and as the needs of Muskegon Civic Theatre evolve.

Production Management

- Prior to production, meet with the Artistic Director, Show Director, Set Construction Chairperson, Set Designer, and Show Technical Director to discuss safety, set design, layout, tools and materials needed, schedule, budget, and donor acknowledgments.
- During tech week, meet with Set Construction Chairperson, Set Designer, Lighting Designer, Show Director, Stage Manager and Show Technical Director to agree on working times for set and lighting crews; be available during load-in to assist the set construction chairman with the location and assembly of scenic elements; and cooperate with Show Director, Stage Manager, and Set Construction Chairperson to problem-solve and repair damages if any happen to the set over the course of the run.
- Prior to the final performance, discuss with the Artistic Director, Show Director, Scenic Designer, and Set Construction Chairperson the plan for set strike according to MCT procedures.

Qualifications

- Minimum three years' experience working in theatre
- High school diploma or equivalent
- Demonstrated experience in technical roles and construction practices
- Demonstrated track record with respect to detail orientation and accuracy
- Computer literacy
- Ability to work in a hands-on environment with limited resources
- Strong entrepreneurial self-starter attitude
- Ability to work as part of a team with a variety of individuals

Physical Demands

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform those functions.

This job is primarily performed in the scene shop and theater. Tasks include sitting, standing, walking, reaching, lifting and carrying up to 50 pounds. Workers need to use their hands and fingers to operate computers, telephones, construction tools, equipment, etc. Travel to work locations will be common but short.

Requirements

Due to the educational focus of Muskegon Civic Theatre and interaction with interns, apprentices, and educational programming, the Technical Director will be required to successfully pass a background check. Due to transportation duties, the Technical Director must have and be able to maintain a clear driving record. The Technical Director will be required to work flexible hours where necessary.

About Muskegon Civic Theatre

Muskegon Civic Theatre, founded in 1985, is a voluntary organization providing exceptional community based theatrical experiences by and for adults and children of all backgrounds. This is accomplished through a variety of diverse productions and educational opportunities in all elements of theater in Muskegon and West Michigan communities.

MCT is a consolidation of the former Civic Opera Association, Port City Playhouse and Muskegon Youth Theatre. The combined history of these theatre groups has spanned decades of service in the greater Muskegon area. Our predecessors include the Little Theatre of Muskegon and the Greater Muskegon Civic Theatre in addition to our named parent organizations. We are governed by a Board of Directors, and we operate under an approved set of bylaws, policies and procedures.

Muskegon Civic Theatre is a 501(c)(3) non-profit organization.