

Job: Technical Director
Reports to: Managing Director of Artistic & Production
Status: Exempt, Full Time, Regular
Supervises: Assistant Technical Director, IATSE Stage and Carpentry crews, Scenic Artist, Scene Shop Supervisor, Props Master Contract Hires (such as Master Electrician)
Works With: Costume Director, Production Manager, Artistic & Music Ops Manager

Job Summary:

The Technical Director is responsible for the professional execution of all technical production issues. This entails, as appropriate, technical direction of all production elements and the day-to-day management of stage labor and crews.

Representative Examples of Work Performed:

Accomplish the objectives of Opera San José

- Support the Company's mission to make OSJ indispensable to the public through transformational opera experiences and broad service which captures the hearts and minds of our communities.
- Strive to create a culture that emphasizes quality, continuous improvement, and high performance.

Technical Director

- Functions as Technical Director for all OSJ programming.
- Supervises the IATSE carpentry crew building new productions and/or elements for events and supervises IATSE stage crew installing and running OSJ programming. This includes drafting build plans as necessary.
- Attends all onstage rehearsals and note sessions. Compiles work notes for onstage work sessions. Covers all onstage performances with Managing Director of Artistic & Production.
- Works with other departments to coordinate technical requirements for events in the Heiman Digital Studio and other venues.
- As needed, conducts searches for appropriate rental scenery for OSJ productions with Managing Director of Artistic & Production and examines rental possibilities for practicality of space and crew requirements.
- Manages the relationship with IATSE personnel and advises in the negotiation of the union agreement.
- Drafts ground plans & sections into Vectorworks or AutoCAD for designers and stage management to use.
- Maintains current Ground plans for OSJ rental productions.
- Coordinates trucking for all rentals (including scenery, costumes, lighting and video).

- Ensures a clean, healthy, and safe scene shop, including overseeing the repair and maintenance of scene shop tools and equipment, to ensure compliance with federal and state regulations.
- Responsibility for safety of all audience, cast, and crews throughout all phases of scenery construction, installation, and use.
- Solicits and executes build-for-hire projects.

Scheduling and Budgeting

- In coordination with the Production Manager, creates onstage crew schedules for OSJ productions.
- Assists Managing Director of Artistic & Production in establishing technical budgets for OSJ productions.
- Creates cost estimates for new and/or adapted productions.
- Executes IATSE crew and painter payroll.

Facilities Management

- Manage the process of building maintenance and improvements between vendors and staff.
- Works with CFO regarding the budget and usage of resources for the Facilities.
- Prepares the Facilities for outside rentals.

Community Engagement Activities

- May be called upon to represent OSJ to the auxiliary groups and the general public on technical and design issues as needed.
- Conducts facility tours and participates in media interviews as requested by the marketing and development departments.

Management retains the option to change or add to the duties of the position at any time.

Working Conditions: The work is a mixture of sedentary (sitting at a desk using a computer, phone, and other office equipment) and physical natures (in the theatre, standing for work days of 10 to 12 and sometimes up to 16 hours). Work will require attendance at performances and other Company events. While much of the work occurs in relation to a long-term plan, will be required to be flexible to changing priorities and additional projects that can require extended hours. Employee must have the skills necessary to manage multiple deadlines.

Performance Measures:

The following are key items that will be utilized to evaluate performance of the work:

- Both public and critical (local, national, international) response to a production.
- Achievement of the goals of adhering to department budget and the artistic aspirations of the Company.
- The maintenance of technical staff to meet the technical demands of OSJ's artistic goals.
- The ability to function as a productive member of the full time OSJ staff.

Personal Characteristics

- A mission-driven individual with a belief in and commitment to Opera San Jose's mission, artistic vision and values.
- A good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan.
- A forward-thinker, able to anticipate possible outcomes, needs or conflicts, and strategize solutions

- A flexible and creative individual who can find alternative ways to reach objectives when barriers arise
- A team builder – confident and competent, with strong skills in management and leadership; one who understands the subtleties of motivating and directing a diverse group of personalities with different work styles.

Minimum Qualifications

- MA or MFA in technical theatre/design
- Three to five years of experience in a professional performing arts company
- Ability to collaborate with staff, professional colleagues, and supporters.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (including; Word, Excel, Outlook, and Power Point) and either AutoCAD or VectorWorks or similar drafting software.
- Must have the ability to lift 50 pounds.
- Valid Driver's License.