

# TECHNICAL DIRECTOR

Year-round, full-time, exempt

Location:

*1727 NW 16th St.*

*Oklahoma City, OK 73106*

Lyric Theatre of Oklahoma, the state's leading professional producing theatre, is hiring a Technical Director (TD) to join Lyric's team. This position reports to the Production/Company Manager and supervises Associate/Assistant Technical Director, Carpenters, Props, Electrics, Sound, Charge Painter, and Deck Supervisor/Automation, Technician.

The Technical Director supervises and regulates shop activities, hiring, and budgets. The ideal candidate will be highly organized, professional, positive with strong communication skills, and have the following: 5+ years of technical theater experience, leadership skills with the ability to foster a communicative and collaborative work culture, working computer knowledge, including Vectorworks, advanced knowledge of best practices for current construction and rigging techniques. Lyric's season is presented on two stages: the 281-seat Plaza Theatre and the 2,477 Civic Center Music Hall, with occasional productions offsite in nontraditional spaces. All with the required experience, are encouraged to apply.

## **Primary Responsibilities:**

- Act as liaison with scenic, lighting, and sound designers and determine in consultation with the Production/Company Manager, the technical and budgetary feasibility of scene, prop, and lighting designs. Supply technical information and budget estimate information for seasonal projections.
- Determine construction methods, schedules, materials, and mechanics for the scene, lighting, and sound design of each production, Academy shows, and the annual fundraising projects.
- Recommend design changes where appropriate to match the available personnel and financial resources.
- Determine assignment of work in the shop, and supervise and assist where needed in the construction of all scenic elements. Work on specialized scenic construction projects as required.
- Produce construction drawings as needed, using Vectorworks.
- Supervise the installation and striking of each set, including all rigging and mechanical devices. Ensure proper functioning and safety of all moving scenic elements.
- Maintain and enforce schedules for all builds, load-ins, and strikes.
- Ensure budgetary control of materials and labor for all productions and assigned projects.
- Supervise safety and maintenance of the scene shop, stage, and all shop equipment.
- Recommend candidates for staffing the scene shop.
- Recommend staff changes and take appropriate disciplinary action when necessary.

- Organize the use of shop spaces, and storage areas, and organize and supervise the usage of the stage by Scenery, Props, Electrics, and Sound.
- Other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

- A minimum of five (5) years of experience in theatrical construction or its equivalent.
- A minimum of two years of technical supervisory experience.
- Proven ability as a carpenter, draftsman, and theatre technician with experience in rigging and utilizing standard mechanical devices (electric winches, turntables, pneumatic cylinders, etc.) is required.
- Ability to communicate effectively with guest designers and colleagues.
- Ability to bid accurately and execute designs within a specific schedule and budget.
- Good communication skills and the ability to organize and direct crews.
- Proven skills and aptitude in Vectorworks (or comparable drafting software), Office Suite, and design software.
- Understanding of basic budgeting and bookkeeping practices.

**The Ideal Candidate Must:**

- Be able to work evenings and weekends, as needed.
- Possess a valid state issued driver's license.
- Obtain other licenses or certificates needed for this position as required by law.
- Having a general understanding and appreciation for the performing arts in our community is desired.

**Work Schedule:**

- This position is a full-time, exempt position, generally operating on a Monday – Friday schedule.
- Must be willing to respond in real-time during off-peak and weekend hours due to the evolving nature of operating a live theatre venue.

**Physical Requirements:**

- Frequently: stand/walk, seated, perform desk-based computer tasks, grasp forcefully, lift/carry/push/pull objects that weigh upwards of 40 lbs.
- Occasionally: climb (ladders, scaffolds, or other), twist/bend/stoop/squat, reach/work above shoulders, grasp lightly/fine manipulation, use a telephone, write by hand, lift/carry/push/pull objects that weigh up to 20 pounds
- Rarely: kneel/crawl, grasp forcefully, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 40 lbs., grasp lightly/fine manipulation

**Compensation:**

Salary range: \$47,000- \$55,000, commensurate with experience. The benefits package

includes 100% paid medical and dental insurance, paid vacation, sick leave, long-term disability insurance, complimentary tickets to Lyric productions, paid personal time, and major holidays off.

**Application Procedure:**

To apply, please submit the following electronically to: [matthew@lyrictheatreokc.org](mailto:matthew@lyrictheatreokc.org) or mail it to Matthew Sipress, Production/Company Manager, Lyric Theatre of Oklahoma, 1727 NW 16th, Oklahoma City, OK 73106:

- Cover letter
- Resumé
- Salary requirements
- Contact info with three professional references including name, title, email, phone, and relationship. We will not contact references without your knowledge.