

## **Technical Director & Props Master Job Description**

**The Technical Director is responsible for collaborating with the artistic director on a vision for the set, overseeing the entire set build & strike. As a community theater, we strive to utilize the talents of the local community for our casts and crew to promote and build our audiences.**

### **Duties include, but not limited to:**

1. Attend all productions meetings as scheduled by the producer. Make sure to be available both at rehearsals and outside as needed for clear exchange of ideas and problem solving with the production team.
2. At all times treat each company member in a professional and respectful manner. Displays of temper, including shouting, verbal/physical abuse or degrading comments to or about cast or crew will not be tolerated by any member of the staff.
3. Work with the production team to ensure the overall vision as defined by the Artistic director is being carried out.
4. Be at all set builds, including all tech rehearsals including Opening.
5. Facilitate set strike following the closing performance.
6. Build & paint set- there are volunteers you can utilize and facilitate the use of
7. Provide tool for your use
8. You must stay within budget provided for you by the board.
9. If the show calls for prop master: you will need to collaborate with the artistic director to create a prop list based upon the script.
10. Build and purchase props, again utilizing and facilitating volunteers in helping collect and build.