

TECHNICAL DIRECTOR



Directorate: Executive Board

Reporting: Executive Producer

Direct reports: Stage Manager, Video Coordinator, Lighting Coordinator, Makeup Coordinator, Audio Coordinator, Costume Coordinator, Set Construction Coordinator and Hand-props coordinator

Role description:

Coordinates the construction and performance departments except the cast. This includes backstage departments.

General Responsibilities

Operate under the creative direction of the Production Director and the Production Team who are responsible for every aspect of the show's performance.

- Comply with all Gang Show and relevant Scouting &/or Guiding policies, promise and law and OH&S procedures as specified by the Executive Board.
- Pro-actively seek new team members, advertise, run training to attract and retain new recruits to your teams to allow for appropriate succession planning of staff and to build capacity for each team for the future.
- Encourage all show members (including youth members) to be innovative and encourage creativity.
- To motivate, encourage and be enthusiastic, so all members can have an enjoyable experience and achieve at their personal best.
- Act always as a positive Role model of and for Sunraysia Gang Show.
- Encourage and promote the development of all show members.
- Visit and support other Gang Shows and other Scout & Guide Shows.
- Maintain a high standard of professionalism and courtesy towards all show members, respecting the constraints of individual ability, time and personal circumstances.

Specific Responsibilities

- Chair regular technical department coordinator meetings to discuss and convey the technical requirements for each item in the show.
- Annually appoint coordinators for technical departments.
- Coordinate WHS risk management plans for all technical teams, assistance is available from Executive Board. In collaboration with the Executive Producer and Welfare Director prepare paperwork required for WH&S according to Scouts Australia policies and submit to Executive Board for approval.
- Liaise with the Theatre Technical Manager to ensure all technical requirements for the show are arranged.
- Formulate action plans with each team coordinator to ensure that the show requirements are met in accordance to schedule and that everything is ready prior to theatre bump in.
- Formulate and Implement a Bump In & Bump Out schedule for all departments, including logistics, staff required, specific tasks to be performed, deadlines, use of senior cast as workers for Bump In & Bump Out.
- Arrange a briefing for all teams prior to Bump In & Bump Out.
- With the assistance of each department maintain record of technical assets. These records are to be updated annually and forwarded to the Finance Director for recording of assets.
- Recommend any hire charges to the Executive Board.
- Approve Technical Department payments within authority and budget.