

# Technical Director Full Job Description

**Location:** Anchorage, Alaska

**Organizations:**

- Anchorage Concert Association
- Anchorage Opera
- Anchorage Symphony Orchestra

**Position Overview Option1:** The Technical Director will be responsible for overseeing the technical aspects of productions for the Anchorage Concert Association (ACA), Anchorage Opera (AO), and Anchorage Symphony Orchestra (ASO). This role requires strong leadership, excellent organizational skills, and a deep understanding of technical theatre. The Technical Director will work closely with key ACA, AO, and ASO leadership and other production staff to ensure the smooth execution of all performances.

**Key Responsibilities:**

**General Duties for all Companies:**

- Work well with artists, representatives of each company, IATSE Union members, and staff of the Alaska Center for the Performing Arts (ACPA).
- Review contract technical riders for each performance.
- Create estimates for shows, including labor costs, ticket holds, orchestra pit availability, and additional rental costs.
- Coordinate needs for all rental of audio, lighting, video (projectors, screens, monitors, etc.) equipment with ACPA Production Staff and/or independent production companies.
- Purchase/rent scenery supplies, equipment and backline per tech riders for each event.
- Schedule needed piano tunings.
- Report theater needs or concerns to the appropriate Company Contact.
- Communicate with the appropriate Company Contact to coordinate schedules and needs.
- Communicate schedule and show needs to appropriate ACPA staff members.
- Complete required paperwork per ACPA requirements and deadlines.
- Be familiar with and administer the local IATSE collective bargaining agreement.
- Determine IATSE Crew needs and place calls with Union, including name requests, per contractual timelines for all work calls at the ACPA.
- Arrange for additional labor if needs cannot be filled by IATSE, per contract.
- Determine Crew needs and hire needed personnel for all theatre and rehearsal work calls held in spaces or venues outside of the ACPA
- Supervise all aspects of load-ins and load-outs for all performances including orchestra shell set-up, scenery load-in, and required stage set-up.
- Be present or on-call during performances.
- Act as Stage Manager for performances or as needed and approved by the Company Contact, hire contracted Stage Managers for rehearsals and concerts.
- Create or coordinate with those hired to create lighting designs for all required productions and presentations.
- Create the needed looks and atmospheres for performances.

- Act as a running crew member if needed.
- Submit Crew payroll in a timely manner to meet contractual payroll deadlines.
- Keep accurate records and receipts of expenses.
- Submit purchase orders in a timely manner.
- Fulfill artists' technical needs for each performance per rider as is possible, and where substitutions are required, negotiate with artists' technical representatives.
- Maintain technical inventory, including lighting, gel, templates, effects, tools, dance floors, sprung floor, and storage.
- Provide copies of inventories to the appropriate Company Contact annually.
- Order seasonal expendables.
- Make seasonal recommendations for purchases to upgrade equipment.

### **Duties Specific to ACA**

The Anchorage Concert Association is a multi-disciplinary concert and event presenting organization with an annual schedule of 25-30 shows at the Alaksa Center for the Performing Arts. We present a six-performance run of the Nutcracker in addition to dance, comedy, theatrical and musical performances.

- Work with administrative and production staff to develop plans to produce events based on technical riders and contracts provided by artists.

### **Duties Specific to ASO**

The Anchorage Symphony Orchestra is a regional per service Orchestra that annually produces a 5 concert Classic Series, an annual Gala performance (Champagne Pops), 3 pops concerts, up to 4 school time performances in the concert hall, a Family Concert, and a free Neighborhood Concert (performed at a local high school). The ASO performs in the ACA's annual Nutcracker production. Per season the ASO has approximately 60 rehearsal and performance services.

- Meet with ASO Executive Director and/or Music Director prior to each concert to determine specific production needs for the concert.
- Communicate with ASO Personnel Manager prior to each concert to learn of orchestral personnel performing and of any atypical personnel requirements needed for the rehearsal or performance of the concert.
- Coordinate, supervise, and participate in constructing and striking the Champagne Pops stage.
- Coordinate with recording engineer for archival or other recordings of the orchestra.
- Ensure all lighting, staging, audio, dressing room needs are set to ASO requirements prior to each rehearsal and performance.

## **Specific to AO**

Celebrating 62 years this season, Anchorage Opera is Alaska's largest professional opera company. Drawing talent from around the world, the company presents diverse repertoire in a variety of settings, from traditional productions in the Alaska Center for the Performing Arts to immersive, site-specific productions at off-site venues. The company averages three productions a year.

- Plan and engineer the construction of shows in association with the Director of Operations.
- Coordinate and participate in the construction of scenery and props.
- Manage and maintain the shop, including tools and equipment.
- Create and manage a Build Schedule.
- Assist other production departments in executing their work.
- Supervise truck loading and unloading.
- Collaborate with the Director of Operations and Lighting Designer to create a truck packing list.
- Assist in the setup and restoration of the rehearsal hall and performance spaces.
- Transport props and supplies to and from the rehearsal hall.
- Attend all production meetings.
- Supervise scenery presets and shifts.

## **Qualifications:**

- Bachelors in Technical Theatre or another related field preferred
- Minimum of five years of relevant experience in providing technical support to on-stage productions.
- Working knowledge of technical theatre areas including audio, lighting design, rigging, wardrobe, and carpentry.
- Practical experience in rigging and management of IATSE crews.
- Experience in implementing designs and scenic construction.
- Knowledge of set construction, technical equipment, and stage management
- Lighting design experience preferred
- Ability to work independently and as part of a team.
- Ability to manage multiple projects and crews efficiently
- Estimating and budgeting production costs
- Ability to drive/experience driving 15' or larger trucks.
- Strong communication skills and ability to establish effective working relationships within the company and with facility staff and performers.
- Ability to meet minimum qualifications to work on the stage of the Alaska Center for the Performing Arts as a Technical Director and Stage Manager.
- Strong leadership and organizational skills
- Desire to work hard and support the arts.

**Application Process:** Interested candidates should submit a resume, cover letter, and portfolio of work demonstrating relevant experience to [job@anchorageconcerts.org](mailto:job@anchorageconcerts.org)

**Anchorage Concert Association, Anchorage Opera and Anchorage Symphony Orchestra are equal opportunity employers and encourage candidates from diverse backgrounds to apply.**