



## **Volunteer Technical Director Service Description**

### **OVERVIEW:**

The volunteer Technical Director (TD) oversees the technical aspects of the use of the Magenta Theater facility, ensuring safe, efficient, and high-quality execution of sets, lighting, sound, and stage operations. This role collaborates closely with directors, designers, and other volunteers.

### **SCOPE:**

#### Production & Technical Oversight

- Supervise and coordinate all technical elements of productions, including scenery, lighting, sound, props, and backstage operations
- Work with directors and designers to interpret production needs and technical requirements
- Develop technical plans, schedules, and build timelines for each production
- Oversee load-in, strike, and technical rehearsals

#### Facilities & Equipment

- Maintain and organize technical equipment, tools, and storage areas (Bowery, Loft, Gallery, Basement, & Shed)
- Ensure proper use and basic maintenance of lighting, sound, and stage equipment and their return to storage
- Recommend equipment repairs, upgrades, or purchases as needed

#### Safety & Compliance

- Enforce safe working practices for all technical activities
- Train and supervise volunteers in safe tool and equipment use
- Ensure compliance with local safety guidelines and theater policies

#### Volunteer Leadership

- Recruit, train, and mentor technical volunteers and crew members
- Delegate tasks and foster a collaborative, inclusive environment
- Serve as a technical resource for volunteers of varying experience levels

#### Budget & Communication

- Work within approved production budgets
- Communicate technical needs and constraints to production teams and theater leadership
- Attend all production meetings, required rehearsals, work calls, and strike.

## Qualifications

- Experience in technical theater
- Ability to use ladders, stairs, and navigate narrow or low spaces
- Ability to lift heavy objects
- Confidence in rigging, carpentry, electrical, and other technical skills
- Working knowledge of theater production processes and terminology
- Ability to lead and collaborate with other volunteers
- Strong problem-solving and organizational skills
- Commitment to safety and teamwork
- Knowledge of or willingness to learn Google products (docs, sheets, gmail) and Slack or related computer software

## Desired

- Access to and ability to drive a truck or van for moving props, scenery, dressing, and other supplies needed for production or rentals.

**COMMITMENT:** Volunteer; evenings/weekends as needed during productions

**REPORT:** Volunteer reports to Managing Artistic Director

**STIPEND:** Unpaid Volunteer position, receives \$50/m stipend to cover transportation and parking.

**DATES:** May 2026 through December 2026, with anticipated Annual Renewal.

**LOCATION:** In-person at Magenta Theater, remotely via computer, community locations.

**EQUAL OPPORTUNITY:** All qualified applicants will receive equal consideration for this volunteer opportunity without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran.

**AT WILL:** This volunteer position is considered at-will, and can be terminated by either party at any time.