

Job Title:	MASTER TECHNICIAN
Reports to:	Technical Theatre Director (<i>Don Wilson</i>) Managing Director (<i>Lynne Brown-Tepper</i>)

PRIMARY FUNCTION / SUMMARY

- The Master Technician ("Technician") assists Technical Director in all technical areas for assigned production(s).
- Technician assists production staff in construction and strike of scenic elements as directed by Technical Director
- Technician is required to attend all production meetings, unless excused in advance by either Technical Director or Managing Director

MAJOR DUTIES / RESPONSIBILITIES

- 1. Implementation**
 - a. Assists Technical Director in construction of all scenic, lighting, and sound design elements
 - b. Participates in strike of scenic elements after completion of production
- 2. Rehearsals**
 - a. Attends necessary rehearsals when requested by Technical Director
- 3. Production Meetings**
 - a. Attends all production meetings, unless excused in advance by either Technical Director or Managing Director
- 4. Supervision**
 - a. Supervises, as required, student interns & volunteers in execution of design elements
- 5. Equal Opportunity Policy**
 - a. Upholds Equal Opportunity Policy adopted by the Board of Directors, particularly in recruitment of staff /crew
- 6. Financial**
 - a. Turns in all reimbursement receipts pertaining to approved production expenses with appropriate reimbursement form no later than seven (7) days post-closing of assigned production to the Circle Theatre Business Office
 - b. If receipts & reimbursement forms are not turned in by the designated date, reimbursement for expenses is not guaranteed
 - c. Issuing of a replacement check will result in a \$25.00 lost check fee which will be taken out of the payment amount.

JOB SPECIFICATIONS

KNOWLEDGE & EXPERIENCE

- Previous production experience
- Knowledge of aspects of technical & theatrical production

SKILLS

- Job Knowledge:
 - o Professional / artistic knowledge
 - o Technical theatre knowledge
- Administrative Skills:
 - o Planning & organizing
 - o Decision making
 - o Written communication
- Interpersonal Skills:
 - o Leadership
 - o Sensitivity
 - o Oral communication
 - o Conflict resolution
- Personal Qualities:
 - o Tolerance for stress
 - o Initiative
 - o Commitment
 - o Artistic vision

WORK ENVIRONMENT

- Theatre (Aquinas College Performing Arts Center)
- Theatre Technical Shop (Aquinas College Performing Arts Center)

SUPERVISORY RESPONSIBILITY

- Provide direction / guidance to student interns & volunteers