

## **ASSISTANT TECHNICAL DIRECTOR**

The Assistant Technical Director facilitates the work of the Technical Director.

### Prerequisites for ATD:

- Must have worked/be working in the production shop (paid or credit)
- Must have taken the Foundations of Technical Production class
- Strongly suggested: taking Foundations of Design

### **Responsibilities**

- Familiarize yourself with the script and all set construction plans, drawings, sketches, renderings and models
- Assist the T.D. with the formulation of working drawings for the shop
- Assist the T.D. in the budgeting of scenery
- Help the T.D. generate a production schedule for scenery construction
- Establish an appropriate work schedule with the T.D. in accordance with normal shop hours.
- Communicate regularly and clearly with the T.D. and other shop supervisors
- Assist the T.D. with the appropriation of materials for the scene shop.
- Maintain the safety and cleanliness of all workspaces.
- Enforce safe work habits in all workplaces
- Drive the shop truck when necessary
- Assist the Technical Director with construction of the scenery for the production (including, but not limited to: welding, carpentry, rigging, painting, etc.)
- Assist with the training and instruction of shop personnel
- Assign appropriate tasks to the work crews & supervise work
- Assist the Technical Director with all load-ins and set-up of all set pieces
- Assist the Technical Director with problem solving during all phases of the production
- Assist with the technical elements of the production during technical rehearsals
- Make repairs during the run of the show
- Coordinate the strike of all scenic elements with the Technical Director
- Supervise a crew during strike and make certain that tools and materials are stored properly

### **Participation**

- Production meetings as requested
- All technical rehearsals

Any release from these assigned tasks must be approved by the faculty advisor in advance.