
Class Code: 1031
Occ. Area: 02
Work Area: 170
Prob. Period: 12 mo.
Prom. Line: None
Effective Date: XX/XX/21

TECHNICAL DIRECTOR

Function of Job

Under direction from a designated supervisor, employees allocated to this classification oversee all technical elements in event production for a facility. A(n) Technical Director serves a dual-role acting as a technical expert and advisor as well as a project coordinator.

Characteristic Duties and Responsibilities

A(n) Technical Director typically –

1. participates in planning, designing, and/or coordinating technical operations in the production of an event;
2. directs and oversees technical duties in all phases of event production;
3. operates, configures, and/or maintains technical equipment and/or systems for a facility; provides technical support;
4. serves as a liason for event production;
5. oversees inventory management such as purchasing, storing, and/or allocating equipment and/or materials;
6. participates in the development and implementation of policies, procedures, and programs;
7. directs personnel functions such as training, supervising, evaluating performance, and/or developing staff, work schedules, and assignments;
8. tracks financial activities; maintains records; generates and/or prepares reports;
9. researches and distributes information regarding trends and developments relevant to the field;
10. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or equivalent.
2. Any one or combination totaling **three (3) years (36 months)** from the categories below:
 - A. course work in arts, theatre, or a closely related field, as measured by the following conversion table or its proportional equivalent:
 - 30 semester hours equals **one (1) year (12 months)**
 - Associate's Degree (60 semester hours) equals **eighteen months (18 months)**
 - 90 semester hours equals **two (2) years (24 months)**
 - Bachelor's Degree (120 semester hours) equals **three (3) years (36 months)**
 - B. work experience in technical operations of event productions which could include concert halls, auditoriums, or closely related experience.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of media production, communication, and dissemination techniques and methods including alternative ways to inform and entertain via written, oral, and visual media.
2. Knowledge of the practical application of engineering science and technology related to the performing arts including applying principles, techniques, procedures, and equipment to design and production.
3. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
4. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.
5. Knowledge of principles and processes for providing customer service.
6. Ability to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
7. Ability to communicate effectively as appropriate for the needs of the audience.

8. Ability to work collaboratively as a member of a team and independently with moderate supervision.
9. Ability to interpret work related documents, policies, and procedures.
10. Ability to exhibit strong organizational skills and maintain detailed, accurate records.

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