

TECHNICAL DIRECTOR SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
1031	Assistant Technical Director	02	170	6 mo.	04/15/22	Revised/CIT
1030	Technical Director	02	170	6 mo.	04/15/22	Revised/CIT

Promotional Line: 116

Series Narrative

Employees in this series are responsible for all the technical elements in the production of an event for a facility.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Technical Director

1031

Employees in positions at this level of the series facilitate and/or direct technical elements in the production of an event. They work under general supervision of higher-level personnel.

A(n) Assistant Technical Director typically –

1. serves as a liaison for event production;
2. leads and/or directs technical activities in all phases of event production;
3. operates, configures, and/or maintains technical equipment and/or systems for a facility; provides technical support;
4. assists with inventory management such as storing, tracking, and/or allocating equipment and/or materials;
5. assists with personnel functions such as training, supervising, evaluating performance, and/or developing staff, work schedules, and assignments;
6. reviews and inspects work for conformity to specifications;
7. enforces policies, procedures, and/or programs;
8. performs other related duties as assigned.

Level II: Technical Director**1030**

Employees in positions at this level of the series oversee all technical elements in event production for a facility. A(n) Technical Director serves a dual-role as a technical expert and advisor as well as a project coordinator. They work under the direction of a designated administrator(s).

A(n) Technical Director typically –

1. manages the planning, design, and/or execution of technical operations in the production of an event; consults on technical capabilities and/or operations;
2. coordinates and/or oversees technical activities in all phases of event production;
3. oversees inventory management such as purchasing and recommending equipment and/or materials;
4. oversees personnel functions such as training, supervising, evaluating performance, and/or developing staff, work schedules, and assignments;
5. tracks financial activities; maintains records; generates, prepares, and/or analyzes reports;
6. evaluates, develops and implements policies, procedures, and/or programs;
7. monitors, researches, and distributes information regarding changes relative to event production or trends relative to the field;
8. performs duties of the lower level;
9. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS**Level I: Assistant Technical Director****1031**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or equivalent.
2. Any one or combination totaling **eighteen months (18 months)** from the categories below:

- A. course work in arts, theatre, theatre management, music business, 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)**
- B. work experience in technical operations of event production or closely related experience.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS)

1. 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.
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 media production, communication, and dissemination techniques and methods including alternative ways to inform and entertain via written, oral, and visual media.
4. Knowledge of principles and processes for providing customer and personal services
5. Ability to work collaboratively and communicate effectively as appropriate for the needs of the audience.
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 interpret work related documents, policies, and procedures.

Level II: Technical Director

1030

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or equivalent.
2. Any one or combination totaling **eighteen months (18 months)** from the categories below

A. course work in arts, theatre, theatre management, music business, 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)**

B. work experience in technical operations of event production or closely related experience.

3. **One (1) year (12 months)** of supervisory work experience in technical operations of event production.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS)

1. 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.
2. Knowledge of media production, communication, and dissemination techniques and methods including alternative ways to inform and entertain via written, oral, and visual media.
3. 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.
4. Knowledge of principles and processes for providing customer and personal services
5. Ability to work collaboratively and communicate effectively as appropriate for the needs of the audience.
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 interpret work related documents, policies, and procedures.