

Assistant Technical Director

General Responsibilities:

- Ensure shop safety.
- Know all deadlines and their order.

Weekly:

- Attend all weekly production meetings.
 - Take thorough notes for the technical director and yourself.

Planning Period:

- Assist the technical director in determining what materials will be needed for the proposed design.
- Assist the technical director in planning how the set will be constructed.
- Assist the technical director in planning scenic effects.

Build Period:

- Enforce basic scene shop safety.
- You must be accessible during all work calls or delegate authority to a competent, trained supervisor.
- Oversee any particularly difficult or unique tasks.
- At the end of each crew call, ensure that all workspaces and the shop are cleaned before anybody is released.

Technical and Dress Rehearsals:

- Assist the technical director as needed.
 - The technical director will determine if you need to attend technical or dress rehearsals.

Pre-Strike:

- Clean and organize the shop.

Strike:

- Strike immediately follows the final performance of a production.
- Strike is designed to completely clear the stage of the production, freeing it up for the next event to come in.
- Strike will last no longer than two hours.

Assistant Technical Director

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

- I am in the THEA 104 class.
- I am in the Opera Workshop class.
- I am in an Independent study class. The class name is _____
- I am a BFA Tech major.
- I am a BFA Performance major.
- I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____