GENERAL EXPECTATIONS:

• Read the script
• Read the Directorial Design/Conceptual Statement.
• Produce a “Preliminary Statement of Intent” to share with the design team.
• Schedule and attend a meeting with Producer, area supervisor and other pertinent personnel to review this contract, duties, and the scheduling of your 5-hour-minimum “in-shop” hours.
• Attend and contribute to all design and production and company meetings (including presenting finished production material to the company as scheduled).
• Perform a minimum of 5 hours per week (in addition to daily meeting, work-calls & rehearsals) working in the shop on appropriate tasks requiring or benefiting from the Technical Director’s direct contribution
• Meet all specified or agreed-upon deadlines and provide all required documentation in a timely fashion as detailed in the Student Documentation Expectations sheet for the corresponding position.
• Communicate with supervisor and/or producer in order to help maintain assigned production budget and follow departmental purchasing and financial policies
• Satisfactorily pursue the completion of the task from initial planning through to final realization.
• Collaborate productively with all members of the production team, taking inspiration and guidance from the director(s).
• Attend, assist in the oversight of and contribute meaningfully to all work-calls, company run through, technical and dress rehearsals and strike.
• Negotiate, publish and observe a schedule of daily meetings with your area supervisor and weekly minimum of 5 hours “shop work.”
• Meet specific daily & weekly work requirements detailed below.
• Meet specific area expectations detailed below:
• Meet specific deadlines detailed for the project.
• Successfully maintain assigned production budget.
• Meet documentation requirements detailed in Student Documentation Expectations for your area:
• Successfully participate in the screening process leading up to the inclusion of your project in the next annual KCACTF Design & Tech Expo.

Technical Director (specific area expectations)

• Create a “Needs” list through a process of textual examination and conversation with Director(s), other Designers, and Stage Managers. Update this document regularly as details change at production meetings, and through Rehearsal Reports.
• Collaborate with Scenic Designer, Director(s), and Stage Manager(s) concerning physical needs and challenges. Include Actors in process as necessary.
• Collaborate with Area Supervisor and/or UGA concerning construction schedule, materials selection and budgeting, providing information and documentation in a timely fashion.
• Meet daily with Area Supervisor and/or UGA for the purposes of assessing progress and projecting what actions are required of you to keep the project on track.
• Schedule several opportunities to view run-throughs of the entire play or segments of it before the technical rehearsal process begins.
• Meet early following Tech & Dress rehearsals to coordinate “punch lists” of continuing, new and essential tasks and changes necessary for completion of the production.
• Collaborate with Faculty Technical Director and/or A.T.D. in creating all technical drawings needed by the shop.
• Collaborate with Production Stage Manager in assigning running crew personnel.
• With Faculty Technical Director and/or A.T.D., organize and supervise strike and storage of scenery, props, and materials post production
DATES AND DEADLINES:

To be determined for each individual project

Signature indicates acceptance of all conditions on this and following page:

Student Technical Director Signature ___________________________ Date ___________________________
STUDENT TECHNICAL DIRECTOR DOCUMENTATION EXPECTATIONS

I. TECHNICAL DRAWINGS of each piece of scenery to be built new for the production, to include:
   • --Top View
   • --Front View
   • --Side View
   • --Cut list of Materials needed
     --Specific building instructions, including but not limited to fasteners, glue, surface treatment and facings.

II. STATEMENT OF INTENT
   • Mounted separately.
   • To include conceptual and theoretical goals as expressed in “Preliminary Statement”.
   • To include a “late-“ or “post-process” assessment portion which articulates how you fared in meeting the goals stated in your “Preliminary Statement.”

III. VISUAL PRODUCTION (some elements not to be included in Lobby Display)
   • Prints, slides, or both of elements that you constructed
   • Showing process at various stages from raw materials through completion, and photographs of the prop(s) in use in the production.
   • Appropriately mounted or displayed.

Note:  • All Materials must be labeled with: Title of Production, Act and Scene, Designer's name, and a “Drawn by” credit.
   • All Materials must be presented to the shop according to Production calendar (except as noted).
   • Students will produce this material in 2 "phases"
     • The first phase will be on display for the theatre-going public during the production.
     • The second phase will be a process leading toward display at KCACTF Design & Tech Expo
   • Displays should be securely but non-destructively mounted on panels and may be up to 48” x 48” in size plus a notebook.
   • Technical Director’s “book” should include, but not be limited to:
     o Construction Drawings
     o Budget documents
     o Process photographs
     o Research Materials
     o Punch Lists

   • See also, details at www.kcactf5.org

As of February, 2011