

THEATRE SIMPSON

TECHNICAL DIRECTOR PRODUCTION EXPECTATIONS

Technical Director (specific area expectations)

- Fulfill all requirements outlined in the document: Theatre Simpson General Production leadership Expectations.
- Create a “Needs” list through a process of textual examination and conversation with Director(s), 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 following Tech & Dress rehearsals to coordinate "punch lists" of continuing, new and essential tasks and changes necessary for completion of the production.
- Beginning with first full production meeting, keep a daily log on Scholar page for your section of THTR122
- Collaborate with Design/Tech faculty. 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

DOCUMENTATION EXPECTATIONS

- I. **TECHNICAL DRAWINGS** –As assigned by Design/Tech faculty; 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, that show process at various stages from raw materials through completion, and photographs of the prop(s) in use in the production.
 - Appropriately mounted or displayed.

As of April, '17

(DOCUMENTATION EXPECTATIONS, CONTINUED)

- 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 Simpson College Undergraduate Research Symposium**
 - Displays should be securely but non-destructively mounted on panels and may be up to 36" x 48" in size plus a notebook.
 - Technical Director's "book" should include, but not be limited to:
 - Construction Drawings
 - Budget documents
 - Process photographs
 - Research Materials
 - Punch Lists