

# Asst. Technical Director

You have been assigned to this production because of its extreme complexity and because the demands upon the Technical Director may be so extensive that s/he will be required to fulfill many additional duties. Help him/her in every possible way and execute any duties s/he might assign you. **REMEMBER THAT ALL TD'S USE THEIR ASSISTANTS DIFFERENTLY. USE THIS AS ONLY A GUIDE BEFORE YOUR FIRST MEETING WITH THE TD TO LAYOUT YOUR DUTIES!**

In position of Assistant Technical Director, you are an integral member of the production team. As such you are required to take part in every day of load in and tech day. These days are usually a Saturday and a Sunday.

Also, because of your position, you will most decidedly need to put in more than the three to four hours per week in the shop that is required of all practicum students. Indeed, you will need to be in your shop for every day of the build / hang / etc., to assist in work which needs to be accomplished. If you have questions regarding this, please discuss this with your mentor.

## **PRE-PRODUCTION**

1. Read the play and become thoroughly familiar with it. A copy will be available through the Coordinator of Theatre.
2. Read the other relevant sections of this manual to determine and understand the adjacent and overlapping duties of your associates.

## **REHEARSAL/PRODUCTION PERIOD**

3. Plan your work so that the crew can begin work promptly when they arrive at lab sessions. If you cannot be present, someone must be there who can supervise work such as the shop foreman, technical director, designer, etc.
4. Note the locations of all fire extinguishers. Learn their proper use, and see they are kept easily accessible.
5. Become familiar with first aid procedures.
6. See that no standard equipment is modified in any way for special use without express permission of the Faculty Technical Director.
7. Discuss the production scheme with the Set Designer and Technical Director. Study the floor plan(s), sketches, model, Designer's Front Elevations and become familiar with them.

## **STRIKE**

8. Discuss with the Faculty Technical Director plans for strike.
9. Know before the strike begins what units are to be saved and which dismantled. Plan for maximum salvage of usable materials and hardware.
10. Discuss with all crew heads, designers and graduate assistants the strike procedure.
11. Organize tools, hardware buckets, and materials necessary for the strike. Make sure that sufficient screw bits and power drills are available for strike
12. Supervise the strike. Keep everybody working. Act as safety observer. You can't do any of this if you get too directly involved in the actual work of the strike.

