



Policy Type: Governance

Created: 02/01/2011

Policy Title: Technical Coordinator Duties

Revised: 05/18/2021

This Coordinator Position reports to the Executive Producer.

Technical

- Maintain the booth, and tech room in a safe and clean manner.
- Ensure equipment is in working order, and properly locked away when not in use.
- Ensure volunteers are properly informed in the safe use of ladders, the grid, lighting dimmers, the balcony.
- Ensure no individuals under the age of 18 use ladders over 6 feet, or other potentially dangerous equipment.

Productions

If requested by the production:

- Organizes technical needs of the show
- Ensures lighting equipment is operational prior to each production
- Attend technical rehearsals, load-in and strike.

Rentals

The Technical Coordinator is responsible for the following technical rental duties:

- Respond to inquiries and issue quotes.
- Coordinate contracts, invoices and billing with the Treasurer.
- Schedule a technician.