

Appendix N:
Assistant Technical Director's Checklist
Organization and Communication Are Key

General

This position assists the Technical Director (TD) to coordinate all activity in the Scene Shop and the scheduling for all technical areas except for Costumes. The Assistant Technical Director (ATD) reports directly to the Technical Director, but works closely with the Master Carpenter (MC) and the Stage Manager (SM). The following descriptions involve accompanying the TD and assisting in his or her responsibilities.

Before First Design Meeting

- Read the play.
- Review Department season production calendar.

First Design Meeting

- Observe and take notes on the Director's Approach.
- Present initial first-impressions or ask questions as related to scheduling, needs, budgets, etc.
- With the TD, meet with Set Designer to get ground plan and talk set construction.
- Go over production calendar with production team.

After Auditions

- Meet with crew heads to coordinate all production crew expectations: set, paint, lighting, sound, props, costumes, make-up, etc.
- Organize all ground plans and set elevations received from set designer.
- Begin working drawings for the set.
- Meet with Master Carpenter to discuss details of the set design, to set priorities for construction, and to review the construction calendar.

Prior to First Production Meeting

- Gather any information from the first design meeting to disseminate to necessary parties.
- Create an itemized budget (based on allotted budget) with MC.
- Finalize construction schedule.
- Speak with all Designers and Crew Heads to discern immediate needs for the beginning of production work.
- Complete any needed working drawings for construction. Give them to MC and set crew.

First Production Meeting

- Give a copy of the ground plan, working drawings and calendar to MC. Discuss priorities and needs for construction.
- Get a copy of any needed information or schedule concerns from each crew head.
- Give a copy of the technical production schedule to all crew heads and designers.
- Know your crew and budget.
- Discuss meeting with MC and Department TD.

Production Period/Prior to Load-In

- Receipts and packing slips should be handled by or given to the faculty or staff supervisor whose job it is then to record these with the Department Chair.
- Coordinate with Director, SM, and all Crew Heads to assist in any problem areas they may need you for.
- Meet with Scenic Designer and TD with any issues pertaining to the set.
- Supervise shop workers as they complete the set, police safety in the shop, and contribute by working hands-on with projects.
- Coordinate with the TD about the workday schedule.
- During workday:
 - Arrive early and make sure sign-in sheets and crew assignment sheets are up.
 - Help set up food/beverages.

- Check with SM to make sure everyone has arrived.
 - Announce workday plans, pray, and release everyone to their assigned crews.
 - Meet back at designated time before lunch to discuss progress, then release for lunch.
 - Meet back after lunch to release workers to assigned crews.
 - At the end of workday gather everyone to discuss end result. Make sure all work areas are clean, then release crews for the day.
- Consult Departmental production calendar to schedule paper tech with production crew.

Prior to Technical Rehearsals

- Coordinate with MC to make sure set is complete before load-in.
- Supervise set load-in.
- Attend paper tech with production crew.
- Coordinate with all Crew Heads to make sure everyone is ready for Technical Rehearsals.
- ALL issues regarding set MUST be completed prior to Technical Rehearsal.

Technical Rehearsals

- Attend all technical rehearsals.
- Note any changes that need to be made during tech rehearsals to improve the process.
- Note any changes made by the Director or based on an Actor issue during the process.
- Be easily accessible for questions or to help with issues throughout the process.
- Address Director's concerns before the end of tech.

Dress/Performance

- Plan to attend any Q&A events.
- Check in with Sound Board Operator, Light Board Operator, and SM daily for issues. Any and all problems must be fixed BEFORE the next performance.
- Check in with the Director.

Strike

- Supervise and organize strike. Safety is priority.
- Coordinate with all crew heads, making sure everyone has a job to do.
- Make sure all set pieces are taken back to the shop and organized.
- Make sure all lighting equipment, sound equipment, and props are all put in their correct storage areas.
- Make sure all areas are clean and organized.