

GayDays® Technical Director

Department: Event Production / Technical Operations

Reports To: GayDays® Executive Producer / Owner

Works Closely With: Stage Manager, Entertainment Creative Director, VIP Events Producer, Hotel Engineering, Event Producers, Technical Vendors, Audio/Lighting Technicians & Volunteers

Event: GayDays® Orlando

Position Overview

The **GayDays® Technical Director** is responsible for the planning, budgeting, coordination, installation, operation, safety, and removal of technical production systems used throughout GayDays®.

This includes **audio, lighting, video, electrical distribution, technical staffing, rentals, purchases, setup, strike, and technical support** for pool parties, stage events, special events, pageants, VIP experiences, and other GayDays® programming.

The Technical Director should be able to take the creative and operational requirements of GayDays® and develop a practical technical plan that delivers a professional guest experience while staying within approved budgets and maintaining a strong focus on safety.

Technical Planning

The Technical Director is responsible for developing the technical production plan for GayDays®.

Responsibilities include:

- Review the overall GayDays® event schedule.
- Determine technical requirements for pool parties and special events.
- Plan appropriate audio systems.
- Plan appropriate lighting systems.
- Plan video and display systems when required.
- Determine equipment placement.
- Develop technical layouts.
- Determine staffing requirements.
- Identify electrical requirements.

- Coordinate technical needs with the Stage Manager and Entertainment Creative Director.
- Identify potential technical conflicts before event week.
- Develop contingency plans for critical production systems when appropriate.

Budget Management

The Technical Director is responsible for operating technical production within the budget established by GayDays® leadership.

Responsibilities include:

- Develop projected technical costs.
- Obtain rental quotes.
- Compare rental versus purchase options.
- Recommend cost-effective equipment solutions.
- Track technical expenses.
- Monitor labor costs.
- Monitor equipment rental expenses.
- Obtain management approval before committing GayDays® to significant unapproved expenses.
- Identify opportunities to reuse GayDays®-owned equipment.
- Avoid unnecessary technical spending while maintaining acceptable production quality.

The Technical Director should balance **production quality, reliability, safety, and cost.**

Audio Systems

The Technical Director will plan and oversee audio systems for GayDays® programming.

This may include:

- Pool-party sound systems.
- Special-event audio.
- Stage-event systems.

- Microphones.
- Playback systems.
- Audio consoles.
- Monitor systems.
- Speaker placement.
- Subwoofers.
- Wireless microphone systems.
- Audio distribution.
- Communications systems when applicable.

The Technical Director will ensure audio systems are appropriate for the size, location, and requirements of each event.

Lighting Systems

The Technical Director will plan and oversee lighting for GayDays® events.

This may include:

- Stage lighting.
- Pool-party lighting.
- Decorative lighting.
- Dance-floor lighting.
- Moving lights.
- LED fixtures.
- Uplighting.
- Special-effects lighting.
- Architectural lighting.
- Control systems.
- Temporary lighting for work areas.

The Technical Director should work with the Entertainment Creative Director to support the desired look and atmosphere of each event while maintaining safe equipment placement and electrical loading.

Video Systems

When video is required, the Technical Director will coordinate systems such as:

- Video displays.
- Projectors.
- LED displays.
- Confidence monitors.
- Video playback.
- Presentation systems.
- Sponsor content.
- Event graphics.
- Camera feeds.
- Video cabling and signal distribution.

The Technical Director should work with the Stage Manager and Graphic Artist when digital content or playback requirements are involved.

Rentals & Equipment Purchasing

The Technical Director is responsible for coordinating required technical rentals and purchases.

Responsibilities include:

- Develop equipment lists.
- Obtain rental quotes.
- Coordinate equipment delivery.
- Confirm rental dates.
- Review rental agreements.
- Verify equipment quantities.

- Coordinate pickup and return.
- Inspect rented equipment when practical.
- Track GayDays®-owned technical equipment.
- Recommend equipment purchases when purchasing is more cost-effective than repeated rentals.
- Maintain basic records of technical equipment owned by GayDays®.

Major purchases or rental commitments require approval according to GayDays® budget procedures.

Technical Setup & Strike

The Technical Director is responsible for overseeing the **setup and removal of technical equipment**.

Responsibilities include:

- Develop setup schedules.
- Establish equipment load-in times.
- Assign technicians and volunteers.
- Coordinate access with hotel personnel.
- Supervise installation.
- Verify equipment placement.
- Test systems.
- Confirm technical readiness before events.
- Supervise breakdown after events.
- Ensure rented equipment is accounted for.
- Confirm equipment is properly packed and returned.
- Ensure work areas are left clean and orderly.

Technical Staffing

The Technical Director is responsible for recruiting, hiring, assigning, and supervising technical personnel as needed.

This may include:

- Audio technicians.
- Lighting technicians.
- Video technicians.
- Stage technicians.
- Production assistants.
- Technical volunteers.
- Setup and strike crew.

Responsibilities include:

- Determine staffing needs.
- Recruit qualified technicians.
- Identify appropriate volunteer opportunities.
- Confirm availability.
- Communicate responsibilities.
- Provide technical expectations.
- Supervise performance.
- Address staffing problems.
- Maintain a professional technical team.

Technician Scheduling

The Technical Director will create and maintain schedules for audio, lighting, video, and other technical personnel.

Schedules should account for:

- Pool parties.
- Special events.
- Pageants.
- Rehearsals.

- Sound checks.
- Setup.
- Strike.
- Equipment maintenance.
- Required breaks.
- Coverage during operating hours.

The Technical Director should avoid unnecessary overtime and overstaffing while ensuring adequate coverage for critical events.

Electrical Planning & Calculations

The Technical Director is responsible for determining the electrical needs of temporary production systems.

Responsibilities include:

- Calculate estimated electrical loads.
- Determine appropriate circuit requirements.
- Identify power needs for audio, lighting, video, and decorative elements.
- Coordinate temporary electrical distribution.
- Avoid circuit overloads.
- Work with hotel engineering regarding available electrical service.
- Verify appropriate use of extension cords and power distribution.
- Identify when licensed electrical support is required.
- Maintain safe separation of electrical equipment from water and guest areas.

No technical system should be connected in a way that compromises guest, staff, or facility safety.

Hotel Engineering Coordination

The Technical Director will work closely with **hotel engineering and facilities personnel**.

Responsibilities include:

- Review electrical requirements.

- Coordinate access to electrical service.
- Confirm approved equipment locations.
- Coordinate installation schedules.
- Discuss rigging or mounting restrictions.
- Review outdoor technical requirements.
- Coordinate access to event spaces.
- Resolve facility-related technical concerns.
- Communicate technical setup and strike schedules.
- Respect hotel engineering policies and property requirements.

The Technical Director should establish a cooperative and professional relationship with hotel engineering before GayDays® begins.

Safety

Safety is a primary responsibility of the Technical Director.

The Technical Director is expected to:

- Maintain safe technical work environments.
- Protect guests, performers, technicians, volunteers, and hotel employees.
- Ensure cables are properly routed and protected.
- Maintain clear exits and walkways.
- Prevent unsafe electrical loading.
- Keep electrical systems protected from water.
- Secure equipment against movement or tipping.
- Prevent unauthorized access to technical areas.
- Identify trip hazards.
- Ensure technicians use appropriate tools and safety practices.
- Stop work or operation when an unsafe condition exists.
- Immediately report significant safety concerns to GayDays® management and hotel personnel.

Pool environments require additional attention because of the combination of **electricity, water, large crowds, and outdoor conditions**.

Weather & Outdoor Event Considerations

For outdoor or poolside production, the Technical Director should monitor environmental conditions and maintain procedures for weather-related technical risks.

Considerations may include:

- Rain.
- Lightning.
- Wind.
- Extreme heat.
- Wet surfaces.
- Water exposure.
- Temporary structures.
- Outdoor electrical equipment.

When necessary, the Technical Director should recommend delaying, shutting down, relocating, or protecting technical systems when conditions create a safety risk.

Special Decorations & Scenic Elements

The Technical Director will provide technical and safety input regarding **special decorations, scenic elements, pool décor, props, temporary structures, and other event enhancements**.

Responsibilities include:

- Review proposed decoration concepts.
- Evaluate electrical requirements.
- Identify potential fire or trip hazards.
- Review placement around technical equipment.
- Coordinate with hotel engineering.
- Ensure decorations do not block exits.

- Ensure décor does not interfere with speakers, lighting fixtures, cameras, or other production systems.
- Recommend practical alternatives when creative concepts present safety or technical concerns.

The Technical Director should support the creative vision while helping ensure concepts can be safely and successfully executed.

Working With the Stage Manager

The Technical Director will work closely with the **Stage Manager** regarding:

- Technical requirements for each event.
- Rehearsal needs.
- Sound checks.
- Microphone assignments.
- Audio playback.
- Lighting cues.
- Video playback.
- Technical staffing.
- Run of Show requirements.
- Technical changes during live events.

The Stage Manager manages show flow, while the Technical Director ensures the technical systems and personnel required to support that flow are ready and functioning.

Working With the Entertainment Creative Director

The Technical Director will work with the **Entertainment Creative Director** to translate creative concepts into practical technical solutions.

This may include:

- Lighting looks.
- Audio coverage.
- Special effects.

- Scenic ideas.
- Pool atmosphere.
- Stage presentation.
- Video requirements.
- Technical support for new events.
- Creative alternatives when budget or facility limitations exist.

Equipment Security & Inventory

The Technical Director should maintain reasonable control over technical equipment.

Responsibilities include:

- Maintain equipment lists.
- Track rented equipment.
- Track GayDays®-owned equipment.
- Limit access to technical storage areas.
- Report damaged or missing equipment.
- Protect equipment from weather and unauthorized use.
- Coordinate secure storage when required.

Event-Week Responsibilities

During GayDays® Weekend, the Technical Director is the primary technical leader.

Responsibilities include:

- Confirm systems are operational before events.
- Supervise technical personnel.
- Troubleshoot technical problems.
- Coordinate equipment changes.
- Maintain communication with the Stage Manager.
- Monitor electrical and safety conditions.
- Coordinate with hotel engineering.

- Adjust staffing when necessary.
- Respond to equipment failures.
- Make technical decisions necessary to keep events operating safely.
- Provide management with updates regarding significant technical concerns.

Post-Event Responsibilities

Following GayDays®, the Technical Director should:

- Supervise final strike.
- Confirm rental equipment has been returned.
- Document damaged or missing equipment.
- Reconcile technical expenses.
- Review labor usage.
- Update equipment inventory.
- Identify equipment that should be purchased or replaced.
- Document technical problems encountered.
- Recommend improvements for the following year.
- Maintain technical plans and records for future reference.

Professional Conduct & Leadership

The Technical Director is a production leadership position and is expected to maintain a **professional, calm, safety-focused, and solution-oriented attitude.**

The Technical Director should:

- Communicate clearly with staff and vendors.
- Treat technicians and volunteers respectfully.
- Remain calm during technical failures.
- Avoid unsafe shortcuts.
- Support GayDays® leadership and production teams.
- Maintain confidentiality regarding internal budgets and production matters.

- Promote GayDays® positively.
- Resolve technical disagreements professionally.
- Bring major concerns directly to the Executive Producer / Owner.

Qualifications & Expectations

The ideal Technical Director should demonstrate:

- Experience in live-event technical production.
- Strong working knowledge of professional audio systems.
- Strong working knowledge of entertainment lighting.
- Understanding of video systems.
- Experience with temporary event power.
- Ability to perform electrical load calculations.
- Understanding of safe electrical distribution.
- Experience supervising technicians.
- Experience with equipment rentals and vendors.
- Ability to create technical schedules.
- Strong organizational skills.
- Ability to work within a defined budget.
- Ability to troubleshoot technical problems quickly.
- Strong communication skills.
- Familiarity with outdoor and poolside event production.
- Ability to lift, move, and assist with technical equipment when appropriate.
- Willingness to work long and irregular hours during GayDays® event week.

Experience working with **festivals, concerts, nightlife, Pride events, hotels, conventions, theatrical productions, or large outdoor events** is strongly preferred.

Standard of Success

A successful GayDays® Technical Director creates an environment where guests rarely think about the technology because **the sound works, the lighting looks great, the video plays, the equipment is safe, and the event stays on schedule.**

The technical department should be prepared before guests arrive. Staff should understand their assignments. Electrical systems should be properly planned. Equipment should be safely installed. Hotel engineering should know what is happening. Creative ideas should be supported with practical technical solutions.

The Technical Director's goal is to provide GayDays® with **professional, reliable, safe, and exciting technical production without losing control of the budget.**