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| <b>Position:</b>                | Technical Director Assistant | <b>FLSA</b>     | Non-Exempt |
| <b>Department/Site:</b>         | VAPA                         | <b>Grade</b>    | 25         |
| <b>Reports to/Evaluated by:</b> | Technical Director-MET       | <b>Schedule</b> | Classified |

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**SUMMARY**

Assists the Technical Director to oversee and coordinate the technical aspects of the staging of school and community theatrical performances using the Performing Arts Center. Provides technical and artistic guidance and oversight to professional and student stage crews, and serves as on-site technical support to student productions. Ensures proper integration of lighting, sound, sequencing of staging and sets, and audience control.

**DISTINGUISHING CAREER FEATURES**

The Technical Director Assistant is a specialized professional position reflecting leadership breadth to schedule and oversee an array of theatrical and other productions held in the Performing Arts Center. Advancement to this position requires demonstrated competency to organize and sequence technical and creative services that support theatrical productions. There is advancement potential within this career path to become a Technical Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees and provides on-site technical staging expertise at theatrical events, providing professional guidance and assistance to theatrical groups and personnel with regard to staging concepts, processes, and techniques.
- Provides technical oversight, guidance, and training to student theatrical crew members in varied theater safety practices, techniques, and work standards.
- Oversees and coordinates the troubleshooting, repair, and maintenance of theatrical staging equipment and facilities. Maintains a preventive maintenance program.
- Trains and oversees event stage crew staff in technical safety procedures regarding theater facilities, equipment, and personnel.
- Collaborates with Technical Director in the development of operating goals and objectives for the Theater. Recommends, implements, and administers methods and procedures to enhance operations.
- Monitors production costs and maintains inventories of materials and equipment necessary for the operation of performance spaces.
- Coordinates with Technical Director to oversee the use and operation of the District theater facility. Provides input into the development of policies, guidelines and procedures related to theater activities. May serve as the theatrical scene shop foreman.
- Provides instruction and coordination to staff and students in work and safety procedures.

- Works with Technical Director, teachers, and producers to coordinate and sequence activities and arrange details for production meetings, rehearsals and performances.
- Coordinates, oversees, integrates and may participate in the operation of sound, lighting and other production equipment during rehearsals and performances. Recommends equipment maintenance and purchases. Maintains records of and takes inventory of theater equipment.
- Collaborates with certificated staff in the instruction of Stagecraft curriculum.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** This position requires professional specialization and knowledge in theater arts production with concentration in technical aspects, computerized and conventional professional theatrical staging, materials, equipment, and facilities. Requires specialized knowledge of the methods and problems of stage and set design and construction. Requires construction/engineering skills relevant to understanding load requirements for stage set production. Requires knowledge of theatrical lighting and sound techniques. Requires well-developed informal leadership and organizational skills. Requires knowledge of the intricacies of development and administration of production budgets. Requires knowledge and skill for personal computers and related software programs for office productivity and graphics. Requires sufficient math skills to make detailed measurements and compute distance, totals and portions. Requires well-developed human relation skills to teach/train student workers and volunteers, build harmony among team members, and convey technical concepts.

**Abilities:** Requires ability to successfully oversee the production of multiple programs throughout the district, including planning, organizing and budgeting. Requires ability to work with staff in stressful or high pressure situations created by strict deadlines. Requires the ability to teach and instruct others. Must be able to ensure that safety is a priority focus in construction of sets and production of programs. Requires the ability to work extended and varying work schedules, including weekends and evenings.

**Physical Abilities:** Candidate must be able to function indoors and outdoors in a theater/shop environment engaged in work of a moderately active to active nature. Requires the ability to stand for extended periods of time, walk up to 100 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity, including ability to grasp and operate woodworking equipment, calibration instruments and dials. Requires auditory ability to hear and discern operating levels from sound systems and equipment. Requires near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view lighting displays. Requires speaking ability to effectively communicate with students and staff. Requires the ability to work in evening and weekend hours.

**Education and Experience:** Bachelor's degree in theater arts or related field is preferred and 2 years of experience in theatrical production, construction, maintenance, operation and purchasing of stage equipment. Additional higher education may substitute for some experience.

**Licenses and Certificates:** Requires a valid driver's license.

**Working Conditions:** Work is performed indoors and outdoors where safety considerations exist due to physical labor and working with or in the vicinity of electrical connections and power tools.