
Position:	Technical Director	FLSA:	Exempt
Department/Site:	Theater	Salary Grade:	37
Reports to/Evaluated by:	VAPA Coordinator	Salary Schedule:	Classified Management

SUMMARY

Oversees and coordinates the technical aspects of the staging of school, touring, and community theatrical performances using the District’s performance venues and mobile stages. 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. Facilitate all high schools, intermediate schools and elementary schools as needed when availability permits.

DISTINGUISHING CAREER FEATURES

The Technical Director is a specialized professional position having leadership breadth to schedule and oversee an array of theatrical and other productions using the District performance venues. Advancement to this position requires demonstrated competency to organize and sequence technical and creative services that support live productions. Due to the specialized nature of this position, further advancement potential within a career path is limited. With operational and budgetary responsibility for technical aspects of main stage live productions (as well as additional internal and community events), this position is required to work cooperatively with teachers, students, and community to support productions. Applies independent judgment and discretion in coordination and scheduling productions with limited facilities. Establishes complicated work schedules for staff and students to meet production deadlines, budgetary requirements and quality of programs. Production work is technical in nature and requires creativity to design sets and ancillary systems according to individual production specifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees and provides on-site technical staging expertise at venue events, providing professional guidance and assistance to performance groups and personnel with regard to staging concepts, processes, and techniques.
- Oversees, coordinates, and integrates the staging of lighting, sound, video and other equipment and/or assets, as required for individual performances.
- Provides technical oversight, guidance, and training to student crew members in basic performance venue practices, techniques, and work standards.
- Oversees and coordinates the troubleshooting, repair, and maintenance of staging equipment and facilities. Maintains a preventive maintenance program and contracts for repairs as necessary.
- Trains and oversees staff and student crew personnel in technical safety procedures regarding facilities, equipment, and personnel.

- Participates in the development of operating goals and objectives for the assigned venue. Recommends, implements, and administers methods and procedures to enhance operations.
- Prepares a rolling three-year schedule of events and productions. Works with school site administrators, teachers, and others to optimize the schedule.
- Monitors production costs and provides billing information; maintains inventories of materials and equipment necessary for the operation of performance spaces.
- Provides input into the development of policies, guidelines and procedures related to theater activities.
- Confers with individuals and groups, both on-and off-campus to provide information on facility usage and capability, available equipment, and scheduling. Provides technical assistance to those using District equipment. Provides advice to users regarding performance production aspects.
- Recruits and directs the work of staff and student assistants to provide technical production and ushering support. Provides instruction to staff and volunteers in work and safety procedures.
- Works with teachers and producers to coordinate and sequence activities and arrange details for rehearsals and performances.
- Distributes information regarding the facility to interested parties and encourages use of the facility. Resolves production and facility usage problems.
- Coordinates, oversees, integrates and may participate in the operation of sound, lighting and other production equipment during productions. Recommends equipment maintenance and purchases. Maintains records of and takes inventory of theater equipment.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires professional specialization and knowledge in theater arts and concert production with concentration in technical aspects. The position requires specialized knowledge of computerized and conventional professional 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 when building sets. Requires knowledge of theatrical lighting and concert sound techniques. Requires well-developed informal leadership and organizational skills. Requires knowledge of the intricacies of developing and administration of budgets. Requires knowledge of and skill at using personal computers and software programs such as those 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 the ability to carry out the functions of the position. Requires ability to successfully see to 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 insure that safety is a priority focus in construction of sets and production of programs. Requires the ability to manage the business aspects of the area of assignment, including reporting, record keeping budget preparation and administration, facilities and

staff management. Requires the ability to work extended and varying work schedules, including weekends and evenings.

Physical Abilities: Incumbent must be able to function indoors 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 carry on ordinary conversations. Requires the ability to work in evening and weekend hours.

Education and Experience: Bachelor's Degree in related field supplemented by three (3) years of increasingly responsible experience in theatrical production and experience in construction, maintenance, operation and stage equipment. Additional experience may substitute for some higher education. Preferable one (1) year supervisory experience.

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

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