

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### THEATRE TECHNICAL MANAGER

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#### **DEFINITION:**

Under the direction of the Theatre Technical Director, provide technical theatre expertise and assistance for campus and community use of the Park City Eccles Center; assist in designing, constructing and implementing scenic elements, lighting and sound for District performing arts productions; perform a variety of technical work including running, repairing, maintaining and rigging theatrical equipment and other related work.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in designing, constructing, painting and implementing scenic elements for District performing arts productions.
- Provide technical information and assistance to the Theatre Technical Director others regarding assigned theatre functions.
- Design theatrical lighting and sound systems including audio systems, specialized audio equipment and digital lighting systems; provide the necessary support to theatre productions.
- Set-up and prepare the theatre and surrounding areas for performances, classes and other events as directed.
- Run the lighting and sound boards and support crews during the staging of events.
- Communicate with other administrators, personnel, vendors and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Operate a computer and assigned software programs; operate other office equipment as assigned.
- Assist in the maintenance, supply, testing and repair of equipment, parts and tools; troubleshoot and resolve theatre production issues and malfunctions; replace defective parts/systems; ensure equipment is working in a safe operating condition.
- Operate theatre equipment including sound, lighting, rigging and staging equipment and hand and power tools; drive a vehicle to conduct work as assigned.
- Perform a variety of administrative support and clerical duties as assigned.
- Attend and conduct a variety of meetings as assigned; assist in training students and staff on the use of stage and audio-visual equipment.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: Bachelor's degree in technical theatre or related field and three (3) years increasingly responsible experience in technical theatre, production and performing arts.

##### Licenses and other Requirements:

- Valid Utah State Class D Driver's License.
- Criminal Justice Fingerprint/Background Clearance.

##### Knowledge of:

- Designing, constructing and implementing scenic elements, lighting and sound for theatre performances and events.
- Theatrical sound and lighting technology including computerized lighting control, digital audio, data networks, intelligent lighting fixtures and automated sound mixers.
- Theatrical terminology, stage rigging, scenic construction technology, and theatrical production equipment.
- Operation of hand and power tools utilized in the theatre.

- Safety standards and regulations.
- Oral and written communication skills.
- Principles and practices of training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Assist in the planning and organization theatre performances and events.
- Assist in the training of teachers, staff and students in appropriate safety procedures and equipment usage.
- Assist in the maintenance, supply and repair of equipment, parts and tools.
- Train and provide guidance to assigned students and staff.
- Communicate effectively both orally and in writing.
- Perform a variety of administrative support and clerical duties as assigned.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and files.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Theatre environment.
- Evening, weekend or variable hours.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Seeing to perform assigned activities.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard and hand and power tools.
- Lifting, carrying, pushing or pulling heavy objects.
- Climbing ladders and scaffolding.
- Standing and walking for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Heavy physical labor.

Hazards:

- Working at heights.
- Exposure to paint fumes and dust.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Non-Exempt**

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