

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

THEATRE TECHNICAL DIRECTOR

DEFINITION:

Under the direction of the Director-Community Education, plan, organize, control and direct theatre performances and performing arts events at the Park City Eccles Center; provide technical theatre expertise and assistance for campus and community use of the theatre; schedule theatre facility for events and community use; instruct faculty, staff and students in appropriate safety procedures and equipment usage; assist production support crews in the running, repairing, maintaining and rigging of theatrical equipment and other related work; train, supervise and evaluate theatre staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct theatre performances and performing arts events at the Park City Eccles Center; schedule theatre facility for events and community use.
- Train, supervise and evaluate the performance of assigned staff; manages and trains production support crews; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to others regarding assigned functions; assist in the formulation and development of policies, procedures and programs for campus and community use of the theatre.
- Design and construct scenic elements in support of students, instructors and community productions.
- Design theatrical lighting and sound systems including audio systems, specialized audio equipment and digital lighting systems; provide the necessary support to theatre productions.
- Supervise the set-up and preparation of 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.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Develop and prepare the annual preliminary budget for the Park City Eccles Center; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Research and estimate labor, materials and equipment needed for assigned activities and theatre projects; monitor inventory levels of parts, supplies and equipment; order, receive and maintain inventory of parts, supplies and equipment.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel, vendors and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Maintain theatre website, social media and event schedules.
- 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 related IT and engineering issues and malfunctions; replace defective parts and 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.
- Attend and conduct a variety of meetings as assigned; plan and conduct trainings for 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 five (5) years increasingly responsible experience in the administration of a performing arts center.

Licenses and other Requirements:

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

Knowledge of:

- Planning, organization and direction of theatre performances and events.
- Coordination, facility use, maintenance and operations of a theatre facility.
- Principles and practices of administration, supervision and training.
- Theatrical sound and lighting technology including computerized lighting control, digital audio, data networks, intelligent lighting fixtures and automated sound mixers.
- Design, history and theory of theatre operations.
- 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.
- Budget preparation and control.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Plan, organize, organize, control and direct theatre performances and events.
- Assist in the coordination and operation of the Park City Eccles Center.
- Schedule theatre facility for events and community use.
- Instruct teachers, staff and students in appropriate safety procedures and equipment usage.
- Assist in the maintenance, supply and repair of equipment, parts and tools.
- Train, supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- 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.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- 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

Exempt

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