

TECHNICAL DIRECTOR - THEATER/PUBLIC EVENTS
(Bargaining Unit Position)
(Range 30)

DEFINITION

Under direction of the Director of Public Events, provide supervision and technical direction for public performance planning, designing and setting-up; operation of the auditorium; recruitment and training of technical staff; purchase and procurement of supplies and materials and routine maintenance to theatrical equipment; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Technical Director - Theater/Public Events class is distinguished from other classes of employment in that the incumbent is delegated full responsibility for technical direction of public performances and theatrical productions and is in charge of operations in the auditorium.

ESSENTIAL FUNCTIONS

- Provide technical direction for the operation of the auditorium for public or college activities including pre-show planning, designing, and setting-up for performances;
- Install, operate, and maintain electrical, electronic and computerized equipment;
- Recruit and train technical and student staff to be able to work as stagehands, sound technicians, stage lighting technicians, follow-spot operators, and stage managers;
- Work with a wide variety of creative personalities who produce, direct and/or perform in public performances;
- Select, purchase, and procure supplies and equipment;
- Provide routine maintenance of theatrical equipment;
- Maintain accurate records and calendar of events;
- Charge out use permits for the use of facilities;
- Research and plan enhancements to the technical capabilities of the auditorium;
- Develop annual budget for area of responsibility; operate and maintain auditorium within budget;
- Design stage lighting, sound reinforcement schemes, audio and video recordings of theatrical, dance and concert productions;
- Perform a wide variety of related technical functions to ensure technical and safe operations in the production of and performance of public events;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Establish and maintain cooperative working relationships;
- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Understand and carry out oral and written directions;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Work at a desk, conference table, or in meetings of various configurations;
- Lift 100 pounds and/or carry 50 pounds;
- Stand for extended periods of time;
- Bend and twist, push and pull, stoop, kneel, crawl;
- Reach in all directions;

- Work at heights;
- Ascend and descend ladder;
- Perform other related duties as required.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

DESIRABLE QUALIFICATIONS

Education:

- Bachelor of Fine Arts Degree in Technical Theater or related field of study, preferred.

Experience:

- Two years in technical theater with increasing responsibility including lighting design and sound enhancement;
- Electrical and electronic repair the maintenance of equipment;
- Experience providing instruction to others, and experience managing personnel and programs preferred.

Knowledge of:

- Theatrical stage lighting design;
- Sound reinforcement and recording equipment and techniques;
- Stage carpentry;
- Electrical and electronic maintenance;
- Training and supervision methods and techniques;
- Computer operation and maintenance.

Board of Trustees Approval: 9-91
Revised: 5-94