



# Job Description

## General Information

**Position Title:**  
Theatre Technical Director

**Department:** Theatre

**Date:** May 19, 2014

**Reports to:** Theatre Department Chair

**Location:** KTSA

**FLSA Classification:**  
(circle one)

**Position Work Schedule:** Full-time

Exempt (Salary)  
Non-Exempt (Hourly)

## Position Summary

The Technical Director for the Theatre Department has the daily responsibility for the technical operations of the Romano and Barrett Theaters and the department production season, including senior projects.

## Responsibilities (Essential Functions) Include % of time spent for each Essential Function

Operates, maintains and safeguards the technical aspects of the theatres, including supervising the use of lighting, sound, digital media, communications equipment; tools and other equipment; and the use and maintenance of set/prop/costume stock and shop and stage facilities.

Sets up, maintains and operates lighting, sound and digital media systems for theatre productions and projects; assists designers and directors with technical matters.

Advises Production Manager and designers on the technical specifications, costs and usage of technical equipment required for each production, and supervises the implementations of approved designs and drawings.

Supervises and assists with set construction and stage readiness:

- Determines construction methods, schedules, materials and mechanics
- Determines work assignments in shop
- Produces construction drawings as required
- Supervises the installation and the striking of each set, including rigging and mechanical devices
- Insures proper functioning and safety of all moving scene elements
- Sources, prices and orders materials

Supervises safety and maintenance of the scene shop, all equipment and the stages.

Organizes the shop spaces and storage areas, and organizes and supervises the usage of stage scenery, properties, electrics, sound and digital media.

Supervises and trains student technical staff and production crews, including class labs.

Assists Production Manager in recruiting and assigning technical staff for theatres and productions.

Monitors the condition of equipment including tools, lighting, sound and rigging equipment; arranges for repair and replacement within budgetary constraints; performs preventive maintenance on equipment.

Assists the Production Manager with the preparation and control of production budgets and maintains inventory.

Attends production meetings, technical rehearsals and supervises the run of each show.

Makes recommendations to the Production Manager about capital purchases.



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Consults the College's Safety Officer about shop safety and training.

## Education and Previous Experience Requirements

BA/BFA in Theatre, three years professional experience and CAD proficiency. Preferred Qualifications: MFA in Design or Production, professional experience as a Technical Director, metal working, proficiency with sound and projection technology. Equivalent combination of education and experience will be considered.

## Knowledge, Skills, and Abilities

Job-related qualifications representing the knowledge, skills, and attributes an individual needs to possess in order to perform the job in a satisfactory manner.

- Project management skills, administrative skills, ability to multi-task, work independently, establish priorities, and meet deadlines.
- Strong written, communication, and organizational skills.
- Ability to work in a collaborative team environment with Faculty, the Physical Plant, the Director of Environmental Protection, Safety and Sustainability, and the Theatre Department Chair.
- Ability to develop, promote, and maintain cooperative, professional, and respectful working relationships with employees, contractors, vendors, and other constituents of the college.
- Demonstrated ability to manage the operations of a large Theatre Facility.
- Ability to facilitate training and supervise student employees to insure compliance with written safety and work standards.
- Demonstrated knowledge of Safety Standards and OSHA regulations as it related to Theatre.
- Knowledge and proficiency related to the safe operation and maintenance.

## Physical Dimensions

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

Activity (Hours per Day)	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending (neck)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending (waist)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Twisting (neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting (waist)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand Use</b>				
Is repetitive use of hand required?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Check the frequency of activity required of the employee to perform the job				
Activity (Hours per day)	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Simple grasping (right hand)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Simple grasping (left hand)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power grasping (right hand)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Power grasping (left hand)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fine manipulation (right hand)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine manipulation (left hand)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing and pulling (right hand)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing and pulling (left hand)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching (above shoulder level)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching (below shoulder level)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Lifting</b>				
Please indicate the daily lifting requirements of the job	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Lifting 0-10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting 11-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 26-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 51-75 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting over 75 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Must be comfortable working at heights and on ladders and will be required to climb up to as much as 30 feet with or without reasonable accommodation.

**Reviewed and Approved:**  
(Sign and Date)

**Department Manager/Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Director/VP:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Union Representative (If Applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_