

Sioux Falls School District 49-5

JOB DESCRIPTION

DEPARTMENT: FINE AND PERFORMING ARTS

JOB TITLE: THEATRE TECHNICAL DIRECTOR
(Technical Director of Co-Curricular Plays)

REQUIREMENTS:

A. Education Level: Bachelor's degree with teaching certification

B. Experience Desired: Degree in theatre or course work in theatre.
Experience in high school, college,
community and/or professional theatre.

C. Physical Requirements: This position requires constant hand-eye and mind-eye coordination, hearing; intermittent repetitive motions with the wrists, hands and fingers, sitting, walking, and keyboarding. The position requires frequent lifting, bending, stooping, pulling, speaking, turning, grasping and carrying.

D. Other Requirements: Training in stage lighting, set design, painting, stage rigging, and use of power tools. Experience in stage make-up, costuming, hair design, sound and properties. Training in first aid.

REPORTS TO: Principal
Assistant Principals
Fine Arts Coordinator
Artistic Director and Theatre Coordinator (if not also holding that position).

RECEIVES GUIDANCE FROM: The above, plus other theatre professionals in city and state, i.e. other high schools, colleges and community theatre.

DATE: Revised July 2003

ESSENTIAL FUNCTIONS AND DUTIES:

1. Studies the play under production and discusses conceptual approach with the artistic director.
2. Researches the period style of the production.
3. Designs set or supervises/advises a student set designer.
4. Designs a lighting plot or supervises/advises a student lighting designer.

5. Designs sound or supervises/advises a student sound designer.
6. Designs props or supervises/advises a student prop master.
7. Assigns all student design/technical positions.
8. Supervises and coordinates students constructing and painting the set.
9. Makes sure set construction supplies and materials are purchased and available for use.
10. Maintains an inventory of construction materials.
11. Makes sure lighting gels are purchased and available for use.
12. Makes sure audio tapes, sound effects tapes/CD's, and incidental music tapes/CD's are purchased and available for use.
13. Coordinates the transportation of all production materials to the production site.
14. Writes the light and follow spot cue sheets.
15. Writes the sound cue sheets.
16. Trains and supervises students in the hanging, focusing and gelling of lighting instruments.
17. Trains and supervises students in the programming and operating of the light board.
18. Trains and supervises students in the operation of the follow spotlights.
19. Trains and supervises students in the set up of microphones and the operation of the sound board.
20. Trains and supervises students in the safe operation of hand and power tools used in set construction.
21. Trains and supervises students in the safe operation of the flying/rigging system.
22. Prepares the prop list after consulting the artistic director.
23. Supervises the acquisition of all properties for the production.
24. Supervises the acquisition of all additional set furnishings for the production.
25. Prepares the prop table and the prop plot for the production.
26. Supervises and coordinates the return of all borrowed properties and set pieces following the production.
27. Supervises all technical rehearsals for the production.
28. Trains and supervises the stage manager and the running crews for the production.
29. Supervises the cast and technical crews in the strike of the set following the close of the production.
30. Coordinates schedules of outside events with set construction and the movement of these sets to accommodate these events (when feasible).
31. Schedules all technical work sessions and determines the length of all work sessions involving design/technical crews.
32. Meets with and communicates to Fine Arts Coordinator on all items of travel, budget, standards, calendar and schedules.
33. Performs other duties as assigned.

WORKING CONDITIONS:

A. Inside Outside Both
 XXXXX

B. **Climatic Environment:**
 Some District work areas are not climate controlled and are subject to extremes of temperature and humidity.

C. **Hazards:**
 Use of power equipment to build sets and to rig framing curtains as well as lights. Occasionally required to work at extreme temperature and humidity. Occasionally subjected to mechanical and electrical hazards. Atmospheric conditions occasionally include fumes and dust.

D. **Work Year**
 Extra duty/extra pay positions are for a fiscal year (July 1-June 30). Duties of the position may be performed any time during that time period depending upon the position/season.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name