Positiaon Title:	Technical Theatre Director, Middle and Upper School
Date Modified:	November 2020
FLSA Classification:	Exempt
Reports to:	Director of Fine Arts
Position Purpose:	Responsible for all curricular instruction, production related activities, and event support for Middle and Upper School.
Work Hours:	7:15 a.m. – 4:15 p.m.
Work Calendar:	Full Year
PTO Designation:	Educator (Blackout Dates May Apply)

Description

The Technical Theatre Director reports directly to the Director of Fine Arts and is responsible for and build of theatrical scenic elements, lighting, sound and microphone systems, projection and video. The Technical Director will teach courses in media tech and film in addition to classes in other fields as needed. The Technical Director will also train, support, encourage, and mentor and inclusive and passionate student body from diverse backgrounds and levels of experience.

Essential Functions

- Responsible for the hands-on construction and installation of scenery, lighting, sound, and video for all St. Francis productions in the Middle and Upper School.
- Oversees the Venue technical coordination and management of external events and internal projects in the Fine Arts Center.
- Provides oversight and training of student workers and volunteers on the Piney Point Campus and the Couper Campus.
- Establishes and enforces safe working practices and professional environments related to production execution and facility management.
- Creates working drawings and elevations for use in the shop.
- Assists with the coordination of theater, media, and dance facility programming.
- Recruits, schedules, trains, and supervises student lab production-run-crews for mainstage productions and evaluates them for grading purposes.
- Acts as liaison for guest artists and contractors as they relate to performance.
- Facilitates technical set-up, operation, and coordination of personnel for production, technical rehearsals for all productions, and venue maintenance.
- Oversees technical budgets and coordinates budgets and schedules with area supervisors.
- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the upper school classroom.

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- Assists in the recruitment and selection of new and replacement instructional and support faculty as needed.
- Takes part in the Professional Growth and Evaluation Program for new and existing faculty within the department.
- Provides for students a supportive, orderly and interactive classroom environment where creative learning takes place.
- Well versed with and adheres to school policies in all areas of student interaction.
- Adheres to the Employee and School Handbooks and makes recommendations to the division head about potential revisions and updates to the School Handbook.
- Serves as a mentor to colleagues in manners of classroom management, teaching methods and school procedures.
- Provides academic guidance to students; serves as student advocate, helping students and families respond to specific academic, emotional and developmental challenges.
- Communicates with parents, administrators, student services and with chaplains concerning the emotional and physical well-being of students.
- Assists administration with division long-range planning, as well as the division's daily schedule and calendar.
- Routinely uses educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Attends all admissions-related activities
- Other duties as assigned by Head of School and director supervisor including extracuricluar activities. .
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program and enthusiastically participates in professional growth opportunities.

Essential Tasks

- Attends weekly content curriculum meetings.
- Serves as the content leader to drive the branding of educational instructional philosophies within the department.
- Supervises, produces and/or technical directs all Middle and Upper School performance productions.
- Hires and supervises outside vendors related to arts productions.
- Collaborates with colleagues and students to resolve scheduling conflicts.
- Consistently provides a safe and joyful learning environment.
- Participates in student-centered assessment and reporting approaches.
- Utilizes curriculum and assessments to promote an appropriate instructional program and growth for every learner.

- Uses differentiated instruction and a social-emotional approach to student engagement.
- Assists in maintaining course web pages following guidelines provided by Website Designer and division administration.
- Manages departmental budgets and provides direction to faculty for professional development opportunities.
- Works closely with the Academic Technology Chair on the integration of technology throughout the curriculum.
- Informs the Division Administration, the Chaplain, the Director of Student Services, and the School Nurse of emotional, acadmic and physical wellbeing of students.
- Performs other curricular and extra-curricular duties as assigned by his/her director supervisor or the Head of School.
- Fulfills all qualified duties and responsibilities assigned.

Qualifications

- Bachelor's degree in education; Master's degree preferred. Or Equivalent professional experience
- A minimum of five years of teaching in an independent school environment preferred and excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

Physical Requirements and Work Environment

- Occasionally lift up to 50 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a fast-paced environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach