

<b>Position Title:</b>	<b>Technical Theatre Director</b>
<b>Date Modified:</b>	May 2023
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Director of Fine Arts
<b>Position Purpose:</b>	Responsible for production related activities, event support for Middle and Upper School.
<b>Work Hours:</b>	7:15 a.m. – 4:15 p.m.
<b>Work Calendar:</b>	School Year
<b>PTO Designation:</b>	Educator (Blackout Dates May Apply)

### **Description**

The Technical Theatre Director reports directly to the Director of Fine Arts and is responsible for the design and build of theatrical scenic elements, lighting, sound and microphone systems, projection, and video. The Director will serve with the production manager and may teach courses in other fields of expertise as needed. The Director will also train, support, encourage, and mentor an inclusive and passionate student body from diverse backgrounds and levels of experience.

### **Essential Functions and Tasks**

- Responsible for the hands-on construction, coordination of contractors, 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.
- Serves as a technical director, designer, constructor for 5-7 productions per year.
- 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, when necessary.
- Assists with the coordination of theater, media, and dance facility programming.
- Manages all arts related inventory and equipment, including off site storage; manages the off site storage space.
- 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.
- Teaches courses in media tech and film in addition to classes in other fields as needed.
- Attends content curriculum meetings.
- Serves as the content leader to drive the branding of educational instructional philosophies within the department.
- Supervises, produces and/or technically 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.
- Works closely with the technology department on the integration of technology throughout the curriculum.
- Informs the Division Administration, the Chaplain, the Head of Student Services, and the school Nurse of emotional, academic, 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.
- 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 the communications department and division administration.
- Routinely uses educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Provides for students a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Attends all admissions-related activities required by the school and/or Fine Arts department.
- Ensures Fine Arts facilities are ready for the start of school each day.
- Other duties as assigned by the Head of School and/or immediate supervisor including extracurricular.
- Knowledgeable about Veracross and/or other student management software.
- Completes various Tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Maintains congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the upper school classroom.
- 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.

- 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.
- Serves as a 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.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program and enthusiastically participates in professional growth opportunities.
- Employees may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

### **Qualifications**

- Bachelor's degree required, Master's degree preferred, or equivalent professional experience.
- Experience in 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 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.