

**Technical Manager**  
**New Hanover County Schools**

**Job Description**

**Class:**       **Classified**  
**Division:**   **Instruction and Accountability**

**TITLE:**                   **Technical Manager**

**QUALIFICATIONS:**

1. Bachelor's Degree in Theatre Arts or related area.
2. Two or more years of related work experience with knowledge of technical operations of a theatre or performing arts center.
3. Valid North Carolina driver's license.

**REPORTS TO:**           Executive Director of Secondary Education

**JOB GOAL:**             To be responsible for all activities surrounding the management, aesthetic, and technical requirements of main stage production (Minnie Evans) and special events for New Hanover County Schools.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to instruction and academic issues.
2. Use theatrical design and arts background to perform all lighting and sound designs at the Minnie Evans Arts Center, and to perform or consult with on-site teachers and/or staff in all other NHCS performance venues when needed.
3. Use theatrical design and arts background to consult on scenic, makeup, costume designs, and Artistic Direction decision making at the Minnie Evans Arts Center and with on-site teachers and/or staff in all other NHCS performance venues when needed.
4. Use theatrical design and arts background to consult on scenic, makeup, costume designs, and Artistic Direction decision making at the Minnie Evans Arts Center and with on-site teachers and/or staff in all other NHCS performance venues when needed.
5. Provide advice on technical and aesthetic specifications, costs and usage of technical equipment required for productions; attend rehearsals to assist with the performance of the event.
6. Supervise and assist with design, production and management of Best Foot Forward.

7. Monitor the condition of equipment including lighting, sound and rigging; arrange for repair and replacement within budgetary constraints; perform preventative maintenance on equipment.
8. Assist with the preparation and control of production budgets, maintain inventory and order specialized supplies.
9. Perform related duties and responsibilities as requested by the Supervisor of Arts Education.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve-month work year/FLSA Exempt

**Starting Salary and/or Grade:** Grade 78

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to design lighting and sound systems appropriate to each performance.
- Ability to consult about and/or teach theatrical design skills and technical skills to teachers and on-site staff in multiple types of venues.
- Ability to analyze and evaluate the need for technical support for various events and performances.
- Knowledge of appropriate safety precautions and procedures related to theatre productions.
- Working knowledge of techniques, methods and procedures of theatre, dance and music productions and events.
- Ability to maintain irregular and extended hours in alignment with the various productions and work independently.
- Ability to effectively administer simultaneously, a variety of projects/activities.
- Ability to design lighting and sound systems appropriate to each performance.
- Ability to communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships.
- Ability to lift up to 50 pounds.