



Technical Theater Director & Event Support Start Date: July 2022



Lower School Campus (Nursery-Grade 5) • 228 Old Gulph Road • Wynnewood, PA 19096
City Avenue Campus (Grades 6-12) • 1101 City Avenue • Wynnewood, PA 19096

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Friends' Central School Overview

Friends' Central School is an independent, coeducational Quaker day school founded in 1845 and serving approximately 775 students in Nursery through grade 12. Located in the Philadelphia suburbs, the School has two campuses. The Middle & Upper Schools are located just outside of West Philadelphia in Wynnewood, and the Lower School is on our Old Gulph Road campus in the heart of Wynnewood.

The exceptional faculty at Friends' Central offers a curriculum that cultivates the intellectual, spiritual, and ethical growth of our students. Our pedagogy is grounded in continuing revelation, reflection, integrity, and a willingness to accept responsibility. From Nursery to grade 12, our students participate in a process designed to foster creative, critical, and flexible thinking, along with compassion. As they transform from playful children to skilled, self-possessed teenagers, they are always intellectually curious and engaged thinkers. Friends' Central prepares graduates to succeed in college and in life.

Technical Theater Director & Event Support

Friends' Central School seeks a full-time Technical Theater Director (TD). The TD works collaboratively with members of the performing arts program (music and drama, Middle and Upper School), Technology, Communications/Development, student clubs, College Counseling, and Physical Plant. The School performs five plays a year (two Middle School, two Upper School, one student-directed show), five concerts (two Middle School, three Upper School), and one Middle School talent show. This is a dynamic and engaging job with many opportunities for creativity and collaboration.

Additionally, the TD will provide technical support for drama showcases, recitals, student government events, assemblies, athletic department banquets, commencements, and all school-sponsored evening lectures and programming roughly 20 times/year. Outside users of the Meeting Room/Auditorium may require technical assistance at times as well.

Working hours for the position include mostly afternoons along with some evenings and weekends but are also irregular and, at times, extended. The TD is a member of the Art Department and reports to the Upper School Principal.

Responsibilities include:

- Operate, maintain and safeguard the technical assets of the performing venues, including supervising the use of lighting, sound, computer, camera, and communication equipment
- Determine the necessary technical supports, such as lighting, sound, staging, recording, streaming, and special needs necessary for events and performances presented at the facilities in advance of production dates
- Design, set up, maintain, and operate lighting instruments and sound systems for theater productions, dance, music, speakers, and other productions and projects; assist guest speakers and performers with technical matters either in person or online
- Design and build sets in conjunction with a student stage crew; work with stage crew after school and on some weekends to execute set, lighting, and sound for each production; supervise stage management and maintain responsibility for safety and order of stage/backstage area and, at times, remote locations on the FCS campus
- Recruit, supervise, and train Middle and Upper School students in technical theater to support performances

- Advise music and theater directors on the technical specifications, costs, and usage of technical equipment required for individual shows, and supervise the implementations of approved technical designs
- Orient facility users and renters to safety, technical characteristics, and other areas of facility operations; for School-sponsored evening events, in particular, meet with those responsible for the event to prepare and be available to troubleshoot
- Monitor the condition of equipment including lighting, sound, recording and rigging equipment, backstage tools, and machines; arrange for the repair or replacement within budgetary constraints; perform preventive maintenance on equipment
- Assist with the preparation and control of production budgets; maintain inventory, props loft, and other specialized supplies
- Attend and run technical rehearsals for plays and concerts in order to supervise the student stage crew and assist in the technical aspects of the productions
- Make recommendations to the theater and music leadership regarding capital purchases of technical equipment

Qualifications:

- A Bachelor’s Degree and 2-5 years experience working in the theater arts, stage managing, or a related field
- The physical ability to lift up to 50 pounds and climb ladders and scaffolding to meet the demands of the job
- Excellent collaboration, problem-solving, and communication skills
- Teaching experience is desirable, as the job requires the TD to train and mentor student set, lighting, and sound designers in grades 6-12
- Experience working with power tools, a digital lighting board, a digital soundboard and sound system, and familiarity with streaming and online technology
- Flexibility – the TD may have to work extensive hours around performances and presentations

Qualified applicants should submit a cover letter, current resume, and three references. Please send those materials, with your files clearly named, to careers@friendscentral.org.

Friends’ Central School seeks candidates with a commitment to fostering an inclusive learning community who will address issues of diversity, as well as enhance the Philosophy of Inclusivity and Awareness articulated in our [Diversity Statement](#).

