

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Assistant Technical Director/Theater Manager

HOURS: Various practices/performances and activities

QUALIFICATIONS:

1. Five years theatre experience or a degree in theatre, technical theatre or a degree in education with two years experience in tech theatre.
2. Ability to work with people in a creative atmosphere.
3. Ability to repair and maintain the equipment in the theatre.
4. Possess a working knowledge of light-board, soundboard, pin-rail, and other theatrical equipment.
5. Proficiency in the safe use of power tools used in the theatre.
6. Knowledge of theatre scheduling.

REPORTS TO: Theater Manager/Tech Director, High School Principal

JOB GOAL: To help each participating student achieve a high level of skill, develop an appreciation for the theater, values, and discipline involved in theatrical performances. To provide leadership and direction for students grade 9 through 12. To assist the Technical Director.

PERFORMANCE EXPECTATIONS:

The Asst. Tech. Director is expected to support and, at times of absence, act as the Technical Director, with all responsibilities included.

1. Assess and provide for the technical needs of directors, and assist in the development of their production.
2. Schedule and coordinate all theatre usage in conjunction with the high school Activities Director.
3. Instruct the students in the safe use of theatre equipment.
4. Maintain and repair theatre equipment as needed.
5. Maintain a safe and secure environment for the students, technicians, and patrons at the theatre.
6. Serve as a knowledgeable resource to administration, teachers, students, and community representatives who use the theatre.
7. Instruct students in set construction and design, lighting, and sound.

PERFORMANCE RESPONSIBILITIES:

1. Three major Theatrical productions
2. Swing Show, a musical review
3. Three high school vocal concerts
4. Three high school band concerts
5. Eight Elementary vocal shows and there practices
6. Junior high vocal concert
7. Junior high band concert
8. Two to four in-service meetings per year
9. Two to four dance shows per year
10. Six to Ten visiting high school artist
11. Freshman Orientation
12. Junior high parents night
13. Open house high school
14. Yearly trip with high school students Iowa State Thespian Conference (2 days)
15. Trips to the International Thespian Conference (7 days).
16. Overseeing outside events, Countryside Theater etc.
17. Assist yearly with lights, sound, and staging of the Jr. High Musical
18. Many outside hrs. as consultant to people in and outside the district using the theater.
19. Reports to Theater Manager
20. Other duties as assigned

- Afternoon activities:
1. Visiting Artists
 2. Elementary Show
 3. Jr. High Band
 4. Jr. High Vocal
 5. Spanish Class Plays
 6. English & Speech Presentations.

TERMS OF EMPLOYMENT: Eleven months. All working conditions are contained within the Master Agreement between the Board of Directors and the North Scott Education Association. Salary established by the Board.

EVALUATION: This position will be evaluated using a district-approved evaluation procedure, i.e. teacher, classified, etc.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

4/3/03

