

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Theatre Manager/Technical Director

HOURS: Various practices, performances and activities

## QUALIFICATIONS:

1. Five years theatre experience or a degree in theatre or technical 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: High School Principal/Activities Director

JOB GOAL: To help maintain and promote the usage of the high school theatre.

## PERFORMANCE EXPECTATIONS:

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, secure and clean 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.
8. Coordination of all student and adult voluntaries who assist in district events.
9. Assists in the operational promotion of district events.
10. Assists in the development of additional facilities usage activities.
11. Ensure all safety concerns are met and maintained as outlined by the fire marshal, OSHA, EMC insurance and district officials.

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PERFORMANCE RESPONSIBILITIES (include but are not limited to:)

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. Overseeing outside events, Countryside Theater etc.
15. Assist yearly with lights, sound, and staging of the Jr. High Musical
16. Many hours as consultant to people in and outside the district using the theater.

- 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: Flexible schedule/twelve months. Wage established by the Board.

EVALUATION: This position will be evaluated using a district-approved evaluation procedure, i.e. mid-management.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_

(Incumbent)

12/02/03