

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

AUDITORIUM TECHNICAL DIRECTOR

QUALIFICATIONS:

- (1) Bachelor of Arts Degree in Theater Arts. Master Degree preferred.
- (2) Teaching certificate or equivalent vocational experience in technical theater arts and related activities.
- (3) At least two (2) years significant experience in an auditorium facility.

KNOWLEDGE, SKILLS AND ABILITIES:

Advanced technical knowledge of auditorium sound, lighting, projection and stage equipment (including a solid-state, memory stage lighting system). Proven ability to design and execute stage scenery. Proven proficiency in the use of computer applications including Auto CAD. Proven ability to design lighting and hanging plots for a variety of productions, events or activities. Ability to maintain lighting instruments, sound and stage equipment. Ability to supervise and direct students and adults in the area of Technical Theater.

REPORTS TO:

Building Principal, Auditorium Director

JOB GOAL

To effectively teach and manage the Flagler Auditorium so that the facility serves the schools and the community.

SUPERVISES:

Auditorium Technician

PERFORMANCE RESPONSIBILITIES:

- * (1) Teach Theater technology stagecraft and other classes as directed by the Building Principal.
- * (2) Work closely with members of drama and music staff especially with relation to various student productions.
- * (3) Recruit and train students and regular employees in the safe set-up and operation of the auditorium and related facilities.
- * (4) Supervise technical student help and other technical staff of the Flagler Auditorium.
- * (5) Schedule and lead student crews to accomplish set-up, performance and take-down work as needed for users of the facilities.
- * (6) Act as a safety observer / supervisor for all major uses of stage facilities.
- * (7) Design or supervise design and execution of scenery and lighting for productions as required.
- * (8) Supervise and coordinate all uses of stage and related equipment.
- * (9) Inventory and maintain all Flagler Auditorium equipment.
- * (10) Assist the Auditorium Director in special projects, meetings, or events.
- * (11) Facilitate educational, community and commercial events and activities scheduled in the Flagler Auditorium.

AUDITORIUM TECHNICAL DIRECTOR (Continued)

- * (12) Communicate directly with company chief technicians, regarding pre-rigging and other show requirements.
- * (13) Maintain safe, clean, and orderly shop and storage areas.
- * (14) Make recommendations for needed items to be included in the budget preparation.
- * (15) Perform additional duties as required by the Building Principal and/or the Auditorium Director.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

Flagler Schools Strategic Framework – Student & Community Engagement