

**SAYREVILLE PUBLIC SCHOOLS
DISTRICT TECHNICAL DIRECTOR**

Position: District Technical Director

Reports to: Director of Technology, building principal, and supervisor of performing arts

Hours:

The duties related to this position will be fulfilled outside of assigned instructional or support duties and include time outside the contracted work day.

Primary Function:

The District Technical Director is responsible for overseeing, implementing, and maintaining the audio, visual, and technical needs of district and school public productions.

Qualifications:

- Demonstrate a working knowledge or have experience with audio-visual and recording equipment in a public production environment.
- Basic IT troubleshooting experience
- Experience with theatrical/public productions
- Working knowledge or experience with broadcast/simulcast technologies including live streaming and recorded broadcasting
- Working knowledge or experience with soundboards and audio mixing
- Working knowledge or experience with video production equipment
- Working knowledge or experience with operation of theatrical/auditorium lighting systems
- Excellent written communications skills with a strong attention to detail

Major Duties and Responsibilities

- Coordinate audio-visual, recording, and streaming of after-school, evening, and weekend events, conferences, and school functions as requested by administration
- Serve as the primary individual responsible for technical support and services for student performances in the school district.
- Assist staff in preparing audio visual needs for meetings.
- Coordinate with the district technology department for equipment and setup outside the scope of the technical director's responsibilities.
- Work cooperatively with the district technology department to facilitate live streaming services of district and school public events.
- Maintain a current inventory of all audio and visual equipment district wide.
- Provide administrative staff with equipment sale/disposal lists for board approval and facilitate the appropriate disposal of equipment approved for disposal or sale.

- Perform or coordinate preventative and routine maintenance on audio-visual equipment/technology
- Train staff and students in the operation of audio-visual equipment/software
- Remain knowledgeable of current trends, equipment, and software related to audio-video production and provide recommendations to administration on purchases and purchased services.
- Coordinate the capture of digital images (digital camera supplied by Sayreville School District) for inclusion on District and school websites, social media, and apps
- Direct outside vendors on setup and deployment of technical equipment for student productions
- Work with district staff to ensure compliance with Board of Education policy regarding students who are able to be photographed
- Work with vendors and the district technology department to troubleshoot and resolve problems with technical services

Stipend: \$6,461 (As per SEA Contract)

Terms of Employment: Twelve-month stipend position.

Date of Approval/Adoption by Sayreville Board of Education: May 17, 2022