

Position: Stage Craft Advisor

Level: High School

Type: District/Program Necessity

Minimum Requirements:

- Knowledge of theater production requirements and processes
- Ability to build comprehensive production sets using a variety of tools and techniques

Required Knowledge, Skills & Abilities:

- District guidelines
- Understanding child growth and development
- Effectively communicating with both students and adults
- Providing training to improve individual and group skills
- Managing and directing adult volunteers.
- Providing leadership and vision for the program.

Responsibilities:

- Planning for daily/ weekly time spent with students and drama course instructor
- Providing supervision at events and rehearsals
- Working directly with school administrator and drama course instructor
- Establishing workroom/shop procedures and supervision
- Maintaining an updated inventory of equipment (tools, supplies, building materials etc)
- Following a budget
- Delivering and/or coordinating state approved safety training for students and crews supporting production
- Teach students in areas of specialty within theatre production skills

Equipment & Facilities:

- Regular use of power tools to design sets including large and small scale props
- Fly rail system
- Theatrical lighting equipment- management and repair
- Theatrical sound equipment- management and repair
- Storage of furniture and set pieces
- Maintaining the shop area
- Operation of orchestra pit

Event Expectations:

- Minimum of three productions (excludes musical for position score)
- Supervise work parties for productions
- Attend a minimum of one performance per production
- Attend each production strike
- Attend performance debrief/reflection meeting for each production
- Attend all production meetings

- ❑ Maintains all sets and technical elements of the production- may be called in on demand for repairs.