

**Job Title: Technical Theatre Director**

Position Title: Technical Theatre Director	Reports to: Head of Upper School
Job Category: Professional	FLSA: Exempt
FTE: 1.0	Current Date: May 2023

**General Summary:** Supports the School’s mission through providing technical support to the School’s Theatre Program and performances in the theatre. Performs complex professional work, while motivating students to develop skills in the area of Technical Theatre.

**Essential Duties and Responsibilities:**

- Teaches technical theatre class in a supportive learning environment for students that encourages social interaction, active engagement in learning, and self-motivation.
- Supervises and coordinates the technical demands of all theatre events including rehearsals, music concerts, and theatre productions.
- Works collaboratively with faculty and staff to plan theatre events.
- Works collaboratively with theatre and music teams.
- Maintains a live and accurate master calendar for all events in the theatre, and serves as the contact person for all events planned in the theatre space.
- Establishes and maintains standards of student behavior needed to achieve an optimal learning atmosphere.
- Attends and participates in professional meetings, including collaborative teams, division meetings, and professional development.
- Completes other tasks and duties as deemed appropriate by the Upper School Administration.

**Knowledge and Abilities:**

- Strong content knowledge in theatre and the workings of technical theatre
- Secure knowledge of best practices in theatre
- Working knowledge of the following areas: audio and sound reinforcement, construction and set design, lighting design, stage rigging, stage management and/or production management, and clear understanding of professional standards of stage safety
- Strong classroom management and safety skills with the ability and the desire to work with a diverse student body
- Ability to teach and manage students as they design, use power tools, build, paint, and run technical theater equipment
- Ability to work nights and evenings as needed
- Ability to design and build sets and props for productions
- Ability to design and run lights and sound for staged productions, concerts, and events
- Ability to work collaboratively with others and maintain positive professional relationships
- Ability to read, comprehend, follow and give oral and written instructions
- Excellent writing and communicating skills
- Excellent organizational skills with a strong degree of self-direction and motivation
- High level of maturity, confidentiality, and assertiveness
- Capable of using tact and diplomacy in dealing with others

- Capable of competently operating technology

**Technical Skills:**

Proficient:

- Carpentry and Wood Shop Safety
- Digital Sound Board Operation (Yamaha QL Series)
- ETC EOS Lighting Systems
- Moving Light Operation on ETC Ion
- Program Lighting and Sound through Crestron bypass

Preferred Skills:

- Scenic Design and Construction
- Lighting Design (Hang and Focus, Basic Maintenance)
- Dante Network Patch for Remote Pit Mix and Balance
- Rigging and Fly Rail Operation

**Education and Experience:**

- **Bachelor's or Master's Degree in Technical Theatre, Theatre, Dramatic Arts, or Education preferred**
- **3-5 years teaching experience**
- **Experience in educational and theatre technology**

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X



THE EXPERIENCE FOR A LIFETIME

Standing/walking/sitting				X
Climbing/Stooping/kneeling/ balancing.				X
Lifting/pulling/pushing up to 5-25 lbs (i.e. boxes of books and mobile computer carts, etc.)				X
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.				X
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X

**Working Conditions:** Good working conditions in a school environment

**Drug Free Workplace:**

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

**Disclaimer:**

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.*