

Job Title: Theatre Director/Technical Theatre Director**Reports to: Director of Fine Arts**

Mill Springs Academy is an independent private school that provides a college preparatory education to non-traditional learners in grades 1 – 12. Located on 85 acres in Alpharetta, GA, the school offers a variety of additional opportunities for its teachers through coaching, summer school, and summer camp. Teachers are encouraged to bring their passions and incorporate them into our learning environment.

This merged position requires a multitude of technical knowledge, use of creative techniques, and organizational zeal. Without knowledge of workflow and delegation of tasks, this position would be difficult. The Technical Director is responsible for all Fine Arts productions as well as any and all school events that require technical assistance. These events include, but are not limited to, the fall One Act Play production, the spring musical production, fall/spring band and chorus concerts, CultureCon, Founder's Day, Grandparents' Day, Baccalaureate and Graduation. For these events, the Technical Director must serve as the teacher, designer, construction supervisor and, if the need arises, running crew. Above all else, the Technical Director is a teacher. The position requires a full teaching schedule of classes to include Technical Theater 1 and 2, and Stage Makeup/Special Effects. This position also requires that the individual adapt his or her own techniques and skills for the student. Each student is different, and his or her needs will be widely different.

Professional Skills, Knowledge and Experience:

- BA degree (preferably a Masters)
- One to three years experience in special education is preferred but not required
- Experience teaching students with learning disabilities and an understanding of different learning styles and skill levels
- Highly creative, flexible, and innovative teaching style that engages all types of learners
- Must be a team-player and able to build positive working relationships with colleagues
- Superior communication skills (both written and oral)

Major Responsibilities and Duties of Technical Theater Director:

1. Understand sound mixing and sound design. We have anywhere from four to twelve microphones running at any one time for multiple events, from our band concerts to live musicals.
2. Understand lighting design and sequence programming. We currently have an ETC Element lighting console.
3. Understand construction techniques for the theatre. The individual must understand safe working loads and structural engineering techniques for building safe and reliable scenery.
4. Understand scenic painting techniques.

5. Be familiar with Mac and PC programs such as Vector Works, Qlab, Dante Editor, Garage Band, iTunes, Photoshop, Audacity, Google Suite, Office Suite, and iMovie.
6. Serve as the design team and provide designs in a timely manner. They will also provide constructive feedback in production meetings with other Fine Arts staff.
7. Coordinate the construction of props and scenery through class time and winter learning time. It is important that the kids own the show and that their work is on display.
8. Run all tech rehearsals and provide clear instructions to all crew.
9. Provide the definitive voice for best practices with regards to safety in all of the fine arts. Must be able to read a MSDS and abide by all OSHA / USITT regulations.
10. Have authority and train students in safety standards and safety equipment.
11. Maintain and service a wide variety of equipment each year and keep an inventory of all expendables in the shop.
12. Provide technical assistance to any school function or event requested. This includes set up or breakdown and running of a school function or event. Also coordinate with Cindy Thorne and ALLSET to assist.
13. Manage the calendar for each performance space at the school. This entails fielding requests for each space and making arrangements for its use.
14. Manage and track budgets for the current calendar year for all scenic, electrical, prop or costume needs for every production.
15. Mentor students to leadership positions as crew heads for each production. When a student is unable to be a stage manager, the individual will be required to fill this position.
16. Coordinate with each department in fine arts to accomplish shared goals. This includes planning and execution for all fine arts events.
17. Work with Director of Advancement to expand the budget for Tech through grant writing and charitable donations.
18. Provide assistance to colleagues in other divisions to help expand cross curriculum studies.
19. Coordinate with Director of Music/Musical Theater on all communication to parent volunteers.
20. Be available for coverage for any faculty absence.

Major Responsibilities and Duties of Theatre Teacher / Director:

1. Instructs students in theatre arts and ensures each student's progress with as much individualization as possible.
2. Instructs students on acting principles and technique including enunciation, diction, voice development, dialects, improvisation, movement, pantomime, acting styles, and character development.
3. Provides a safe physical environment for students through observance of guidelines for technical theatre safety, and clear classroom space for movement.
4. Establishes a positive and welcoming classroom climate that allows students to freely express themselves without judgement, ridicule, or reproach.
5. Plans effectively for instruction, using knowledge of subject matter as well as knowledge of the physical, emotional, and intellectual growth process of students.
6. Assesses and evaluates effectively student progress in terms of the purposes of the course and grade level.
7. Produces and directs a One Act play in the fall that is submitted for regional and state GISA competition, as well as arranging and managing all transportation, food, and housing details as required.

8. Produces and directs a full-length musical in the spring, in conjunction with the Music Director and Technical Director.
9. Assists, produces, plans, and/or directs other smaller performance events and workshops throughout the school year as needed, including but not limited to: Open House, Founder's Day, Grandparents' Day, Band Concerts, PVA Family Fun Night, Creativity Week, School Talent Show, Showcase performances, Flex Fridays, Winter Learning, Baccalaureate, and Graduation.
10. Auditions students for each production, and assigns parts in an appropriate manner.
11. Prepares a director's notebook for each production, including research, blocking, notes, and any other production materials needed to see the production through from concept to performance.
12. In conjunction with the Music Director and Technical Director, selects scripts for production and has them approved by the administration.
13. Develops a clear vision for productions, and effectively communicates that vision to the Music Director and Technical Director to ensure a cohesive experience for students.
14. Adheres to all federal, state, and local regulations regarding copyright and fair use.
15. Manages budgets for the One Act play and Drama classroom, including acquiring permissions for all royalties, rental fees, required with the production. For the spring musical, coordinates with the Music Director and Technical Director to ensure a balanced budget.
16. Organizes all non-technical aspects of productions including: publicity, volunteer coordination, ticket sales, and rehearsal schedule.
17. Coordinates with the Technical Director on set, lighting, costuming, and prop design and implementation.
18. Coordinates with the Visual Arts faculty on Tshirt and poster designs for productions
19. Sponsors the school chapter of the International Thespian Society, and maintains the student points database.
20. Maintains prompt and professional communication with parents.
21. Performs other duties as assigned by the Fine Arts Director or Administration.
22. Reports directly to the Fine Arts Director and works closely with the other members of the Fine Arts Faculty
23. Keeps the Fine Arts Director current on all communications with parents or teachers concerning student performance, behavior, or any other issues that arise.
24. Is available to assist in covering classes for other Fine Arts faculty, as needed.
25. Arranges and manages appearances by guest speakers and artists that would benefit the students.
26. Provides weekly feedback to parents about each student in class in order to maintain effective, open communication about student progress and behavior.
27. Participates in student/parent conferences as needed.
28. Coordinates with the Fine Arts Director regarding curriculum development.
29. Individually develop, revise, and teach curriculum for: Intro to Theatre, Movement and Speaking for the Theatre, Theatre Film & Culture, Improvisation, Playwriting, Play Adaptation, and Styles of Acting.
30. In conjunction with the Music Director, develop, revise, and teach curriculum for the Junior Theatre Festival class in the fall as well as the Musical Production classes in the spring.
31. In conjunction with other Fine Arts faculty as needed, develop, revise, and teach curriculum for Creativity.
32. Maintain both an office/studio/classroom space, as well as assist with the larger theater space.



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Please forward cover letters and resumes to Patsy Beckwith, Director of Human Resources, at hr@millsprings.org.

It is the policy of Mill Springs Academy to conduct business and provide equal employment opportunity to all persons without regard to race, color, age, gender, religion, national origin, disability status, protected veteran status, or any other characteristic protected by federal, state or local laws.