

## POSITION DESCRIPTION

<b>Job Title</b>	Technical Director	<b>Revised:</b>	April 2025
<b>Department</b>	Creative Arts	<b>Starting:</b>	August 2025
<b>Reports to:</b>	Chair, Creative Arts and Director/Producer		
<b>Status:</b>	X Exempt Non-Exempt	<b>Classification:</b>	10-months, 75% FTE
	FT      X    PT	<b>Salary Range:</b>	\$40,000-\$50,000

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### POSITION SUMMARY:

The Theatre Technical Director plays a vital role in the Creative Arts Department, collaborating closely with department colleagues and overseeing the design, creation, and execution of all technical elements for theatre productions, music and dance concerts, and other Creative Arts events. This includes scenery, lighting, sound, costumes, props, and any other technical needs per show (e.g., projections, special effects). Additionally, this role involves managing theatre spaces and equipment, mentoring students in technical theatre processes, and fostering a collaborative and professional backstage environment. Beyond technical expertise, a successful candidate for this position will demonstrate an ability to foster a creative and joyful learning environment where students of all experience levels can explore, problem-solve, and take pride in their contributions to the production process, helping them develop confidence, teamwork, and a love for theatre and the arts along the way.

**This is a benefits-eligible position averaging 30 hours per week across the academic year.** Weekly hours vary depending on the production calendar, with lighter weeks (20–25 hours) and heavier weeks (up to 40–50 hours) as needed. The Creative Arts Technical Director collaborates with the Department Chair and Theatre Producer/Director to establish weekly schedules in advance based on production deadlines, rehearsals, performances, and department needs. This position also provides audiovisual support and set-up for events during these pre-scheduled hours.

### School Mission and Core Values

The Academy of the Holy Cross, a Catholic College preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world. All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

## **About the Creative Arts Department**

The Creative Arts Department empowers students to develop courage, compassion, and scholarship through the arts. In classes, clubs, and extracurricular activities, students explore visual arts, theatre, public speaking, music, dance, and film. They develop technical skills, explore creative ideas, and express themselves while strengthening critical thinking, resilience, and collaboration. Whether in the studio, on stage, behind the camera, or in front of an audience, students develop the confidence and creativity to shape their own lives and the world around them. The skills developed through the arts prepare students for success not only in creative fields but in any path they choose to pursue.

## **Responsibilities**

### *Technical Design and Production*

- Oversee all technical aspects of theatre productions, music and dance concerts, and other school events, including:
  - Set construction and scenic painting
  - Properties
  - Lighting design and execution (prior dance lighting experience preferred)
  - Sound design and reinforcement
  - Costumes
  - Projections, puppetry, and other special effects (as needed per show)
- Supervise and mentor students in the technical theatre program, ensuring they develop skills in design, construction, and backstage operations.
- Ensure all technical elements align with the director's artistic vision, as well as safety standards and budget constraints. No prior budget supervisory experience is required, but adherence to budget is expected.

### *Collaboration and Professionalism*

- Work closely with the Department Chair, Theatre Director/Producer, and Music/Dance teachers to coordinate technical needs for productions and performances.
- Ensure that design ideas meet the artistic and practical needs of productions.
- Collaborate with parent volunteers when necessary, while maintaining a culture of student-led technical work.
- Ensure a safe, inclusive, and engaging learning experience for students involved in theatre.

### *Instruction and Student Mentorship*

- Recruit, train, and mentor all student tech crew members, including student department heads and designers.
- Develop leadership and technical skills in students, ensuring they take ownership of backstage operations while providing necessary guidance.
  - No grading responsibilities for after-school student tech crew.
- Future potential for teaching a semester-long Technical Theatre course, or other available courses within areas of expertise (e.g., Photography, Film, Digital Audio).

### *Theatre Operations and Facility Management*

- Maintain and organize all theatre spaces, including the scene shop, costume loft, technical booth, and storage areas for lighting, sound, props, and scenery.

- Oversee theatre equipment, ensuring proper maintenance and safe operation of lighting, sound, and rigging systems.
- Recommend and oversee (in collaboration with the Director of Facilities) necessary equipment and facility upgrades.
- Provide technical support for school events requiring audiovisual set-up during pre-scheduled hours.
- Coordinate with the Creative Arts Department faculty to ensure the upkeep and maintenance of theatre spaces and equipment at appropriate times in the yearly calendar
- Coordinate with facilities team and external vendors as needed for equipment rentals installations, or specialized repairs

#### *After-School and Weekend Commitments*

- The Theatre Technical Director is expected to be present for all major production dates, including:
  - Two major theatre productions
  - Two dance concerts
  - Two music concerts
- Develop the after-school tech crew schedule in collaboration with the Department Chair and Theatre Director.
- Lead and oversee the full process of set construction and painting, technical rehearsals, performances, and strike.
- A schedule of events / department needs will be shared during the application process.

## **Qualifications and Skills**

#### *Education and Experience*

- Bachelor's degree required.
- BA/BFA or Masters in Theatre, Technical Theatre, Theatre Design/Production, or a related field is preferred, but candidates with a degree in another field and significant professional technical theatre experience are encouraged to apply.
- Several years of experience in technical theatre, including design and production experience in at least two of the following: scenery, lighting, sound, and costumes.
- Experience working with high school students or young theatre technicians.
- Experience with dance lighting is a plus.

#### *Technical Skills*

- Proficiency with power tools and stage carpentry.
- Strong knowledge of lighting design, including ETC Ion consoles, moving lights, LEDs, and DMX protocol.
- Experience with sound design and operation, including the use of a digital soundboard, wireless microphones, QLab or other audio interfaces, audio editing software.
- Prior familiarity with theatrical rigging, projections, and video editing software is a plus.
- Ability to pick up rental materials/equipment or go to a hardware store as needed during the school day.

#### *Typical Physical Demands*

- Ability to lift and carry up to 50 lbs. as needed.
- Ability to safely work at heights using ladders, scaffolding, or lifts.
- Ability to stand, walk, crouch, climb, and move for extended periods during rehearsals, performances, and technical work.
- Ability to work in varied environmental conditions, such as warm, cold, dusty, or low-light spaces.
- Ability to use power tools, hand tools, and theatrical equipment safely and effectively.
- Ability to bend, stoop, kneel, and reach in the course of building, installing, and maintaining sets and equipment.
- Ability to work in tight backstage spaces or elevated positions.
- Ability to focus on detailed or repetitive tasks for extended periods.
- Ability to support extended work periods during production weeks, including occasional evenings and weekends, with work hours pre-scheduled in collaboration with the Theatre Producer and Department Chair.
- When students are unable to complete production tasks during after-school work sessions or due to academic schedules, the Technical Director is responsible for finishing or supplementing tasks as needed during school hours. This ensures that productions stay on track, meet quality standards, and continue to serve as meaningful learning experiences for students.