



**Position:** Technical Theatre Director

**Reports to:** Director of Fine Arts

**Role and Purpose:**

The Technical Theatre Director plays a pivotal role in cultivating a creative and collaborative environment where students can develop their artistic and technical skills in theatre production. Through hands-on experiences and innovative learning opportunities, this educator guides students in exploring the technical aspects of theatre, including lighting, sound, set design, and stage management. The Technical Theatre Director will manage and operate the John P. Flavin Fine Arts Performance Hall and teach technical theatre courses.

**Responsibilities:**

- Manage and operate the John P. Flavin Fine Arts Performance Hall.
- Collaborate with theatre and music faculty across multiple divisions to design, coordinate, and execute production elements for all events.
- Build and maintain strong relationships with students, parents, colleagues, and the broader school community.
- Develop and implement procedures, protocols, and systems to empower student-led design, management, and build teams.
- Ensure student safety through proper training, oversight, and adherence to industry-standard best practices.
- Oversee the upkeep and organization of the Performance Hall, including all theatrical systems and equipment.
- Support the technical and facility needs of school-wide events such as assemblies, class meetings, guest speakers, and performances.
- Assist the Director of Fine Arts with facility scheduling, advising on repairs and upgrades, managing production budgets, and coordinating external technicians and contracts.

**A Qualified Candidate Will Possess:**

- Bachelor's Degree, in the field of Theatrical Design, Technical Theatre, or related field preferred
- Valid Teaching Certification and/ or successful prior teaching experience
- Working knowledge of set construction, scenic painting, lighting design and programming, sound design, properties construction, rigging, audio/video etc.
- Must pass a criminal background check and have positive verification of references

**Other Job Functions:**

- Attend all required meetings and perform assigned duties
- Take all reasonable necessary precautions to protect students, equipment, materials, and facilities
- Serve on committees as assigned

**Physical Demands and Environment Factors:**

- Able to lift at least 50 pounds
- Able to perform physical activities such as, but not limited to lifting and bending, as well as climbing ladders
- Ability to work from heights (grids, catwalks, ladders, scaffolding, and lifts)
- Workdays could include long periods of time either sitting or standing
- Maintain emotional control under stress

*The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, skills required and duties that may be assigned.*

**School Mission:**

The Oakridge School's mission is to inspire students to seek their full potential in academics, the arts, and athletics in a challenging and nurturing environment that cultivates social responsibility, mutual respect, and personal integrity.