

Supplemental Job Description

Job Title: Theater Design

Immediate Supervisor: Principal

Salary Category: G

Building: High School

Duration of position: 1 Year Minimum

Expected # of participants: 30-100

Date of Last Program Review: October 2024

Statement of purpose: The Theater Designer collaborates with the Technical Director and drama director to aid in developing designs and set pieces for the Drama Club's spring play and the Vocal Music Department's musical.

Minimum knowledge, skills, certifications, physical requirements:

Detailed essential function(s) - specific to position:

1. Collaborate with the rest of the design team to design, build and paint set pieces for productions.
2. Finish all projects in a timely manner for use during technical rehearsals for a show.
3. Supervise student crewmembers and help train them as necessary in tool use, painting techniques, theatrical practices always with an eye on safety.
4. Wear appropriate Personal Protective Equipment and ensure that students do as well.
5. Take precautions to ensure safety. Helps manage/eliminate risks.
6. Works effectively with limited supervision. Performs tasks efficiently to meet deadlines.

Time Commitment Expected:

- 60-80 hours

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue

- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasional evening/weekend/summer work
- Occasional travel (to and from buildings)
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility