

Theatre Technical Director

Job Summary

Ursuline Academy's Technical Director works in close collaboration with the Theatre Director to oversee and mentor students in the planning and execution of all technical elements—including set design, construction, lighting, and sound—for the fall musical and spring play. This role focuses on maintaining a collaborative, safe, and creative environment where students are empowered to develop their unique gifts, problem-solve, and take on leadership roles backstage.

Primary Responsibilities and Activities

Technical Leadership & Set Production

- Collaborates closely with the Theatre Director to bring the artistic vision of the fall musical and spring play to life.
- Oversees the comprehensive design, construction, and striking of the stage sets for two major productions per school year.
- Manages the setup, operation, and safety of all technical theater systems, including stage lighting, sound design, and backstage execution.
- Inspects theatrical equipment regularly and promptly report all maintenance and safety needs.

Student Mentorship & Collaboration

- Trains and mentor student crew members in the safe and proper use of tools, lighting boards, and sound equipment.
- Fosters a student-led environment backstage, guiding young women to take on leadership roles, problem-solve under pressure, and work cohesively as a team.
- Promotes a culture of safety, mutual respect, and high expectations during all build sessions, rehearsals, and productions.

Administrative & Fiscal Stewardship

- Maintains accurate records and provides timely reports regarding materials, equipment, and production costs.
- Manages the technical budget efficiently, tracking expenses to ensure productions remain within fiscal parameters.
- Coordinates production schedules and build dates in alignment with the master school calendar.

Schedule & Commitment

This is a seasonal, supplemental contract position tied to two main productions:

- **Fall Musical Cycle:** August through November
- **Spring Play Cycle:** January through April
- **Availability:** Requires evening and weekend commitments during production runs, with an expectation of increased hours during tech weeks.

Qualifications and Competencies

- **Experience:** Demonstrated expertise in technical theater, including carpentry, scenic design, lighting, and sound engineering. Prior experience working with high school students or community theater is highly preferred.
- **Skills:** Strong organizational skills, excellent oral communication, and a high level of collaborative problem-solving ability.
- **Mission Alignment:** Commitment to upholding and furthering the Catholic educational mission and values of Ursuline Academy.
- **Compliance:** Willingness to fulfill all Archdiocesan youth protection and background check requirements (SafeParish) prior to the start of the contract.

How to Apply

Interested and qualified applicants should email a letter of interest, a resume, and a list of three professional references to:

Molly Proudfit, Principal

mproudfit@ursulineacademy.org

*Please indicate "**Technical Director**" in the subject line of the email. Applications will be accepted until the position is filled.*