

JOB DESCRIPTION



JOB TITLE: Assistant Technical Director

DATE: Spring FY22 **DEPARTMENT:** Fine Arts

REPORTS TO: Head Theatre Director, Fine Arts Department Chair

JOB SUMMARY: Responsible for the technical operations of Academy theatre productions, including lighting, sound, and set design and construction. Coordinates any necessary preventive maintenance needs of production equipment or stage.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

- Operates, maintains, and safeguards the technical assets of the theatre, including supervising the use of lighting, sounds communication equipment, and the use and maintenance of stage facilities.
- Assist in recruiting, training, and assignment of technical staff, including student staffing, needed for each individual production.
- Must have a thorough understanding of all aspects involved in technical theater productions, including working with power tools, ladders, lifts, rigging, and electrics.
- Collaborate regularly with Head Theatre Director, Fine Arts Department Chair, Chief Information & Technology Officer, Dean of Academics, and Assistant Head for Campus Life to determine the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for production events.
- Develop, maintain, and monitor safety protocols for each production.
- Always represents the St. Johnsbury Academy Theatre and Fine Arts Department in a professional manner.
- Perform other related duties incidental to the work described herein
- Must be flexible with hours including nights and weekend.
- Ability to work varied schedules under diverse conditions and according to sometimes-stringent time schedules.
- This is a stipend position with the need for flexible hours including evenings and weekends that revolve around production calendars.
- *The Academy administration reserves the right to assign or reassign duties and responsibilities to this job at any time.*

REQUIRED SKILLS AND ABILITIES:

- Bachelor's degree in technical theatre, theatre technology, stagecraft, or related field preferred.
- Three years of technical theatre experience required.
- Supervision of staff, students, and/or volunteers
- Public speaking
- Word processing/Internet skills
- Strong communication and organizational skills
- The ability to work independently and perform multiple tasks simultaneously

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use power tools, sound and lighting equipment, telephone, computer, tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at

normal stage levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms or stage settings,, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are normally performed in a school classroom, stage or theatre. While performing the duties of this job, the individual is frequently exposed to moving mechanical parts and high, precarious places. The Technical Director may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, chemicals commonly used in stage building and /or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The teacher may be exposed to infectious disease as carried by students.

The noise level in the work environment is usually moderate to loud on occasion.

BACKGROUND CHECK AND FINGERPRINTING: The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.