

POSITION DESCRIPTION

TITLE: **Technical Director/Lighting Designer of Theater - (Exempt)**

Collective Bargaining – Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Reporting directly to the Co-Chair of Theater Dance and Performance Studies Program (TDPS) (or the Chair of the Performing Arts Department depending on the chair structure at the time), the Technical Director/Lighting Designer of Theater is responsible for supporting the TDPS program through the management of the technical, design, and production aspects of the program in collaboration with program faculty and designing lights for our three-production mainstage theater and dance season. Additionally, teaches the equivalent of three to seven credit hours per semester as determined by program needs, generally in stagecraft and production lab(s) with the possibility of lighting design or stage management, and should be up-to-date with or willing to train in industry standard rehearsal and productions practices, software, and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.

General and Administrative:

- Assists department or program chair with developing and managing the department budget, specifically with regards to materials and equipment needed for theater productions.
- Compiles and processes orders for supplies in service of productions, advertising, and classrooms; In consultation with the program chair, maintains software system tracking of these orders.
- Abides by College regulations for use of Procurement Cards and maintains a Procurement Card for use by self and department members.

Bruce Davis Theater and Theater Facilities:

- Generates the Bruce Davis Theater and Theater facilities use schedule (in conjunction with the department's production schedule) for internal and external events and needs.
- Responsible for hiring, training, and supervision of student assistants in the scene shop and student stage managers.
- Responsible for hiring, training, and supervision of student box-office manager and student box-office workers.

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Production Support:

- Creates agendas for leads and attends weekly production meetings or manages students who do that as stage managers.
- Consults with directors in a timely manner about production expenses, budgetary needs, and production deadlines.
- Collaborates with costume shop manager and their supervisor (the department (co) chair) to facilitate effective costume development for productions and/or other department needs.
- Collaborates with the scene shop manager and their supervisor (the department (co) chair) to facilitate effective set development for productions and/or other department needs.
- Supervises and maintains inventories of supplies and materials.
- Creates, as needed, the following to support productions (internal and external):
 - Technical drawings and drafting for the construction of scenery.
 - Light plots and supervises light hang and focus for main-stage productions.
 - Sound design for main-stage productions.
 - Buildability reports of designs and concepts.
- Oversees all student production crews (except costume-related crews), load-in of all scenery, props, lighting, and set-up.
- Attends and runs all technical and dress rehearsals in collaboration with the director.
- Oversees strike (takedown and clean up) of all productions.

Equipment and Space Support With a Focus on Safety:

- Recommends theater and IT equipment needs to department chair, researches selection of the most appropriate products, and coordinates procurement, installation and maintenance of such products.
- Troubleshoots and/or repairs broken equipment. Performs repairs in-house when possible; when necessary locates suitable repair vendor, ships items out for repair and tracks progress of such.
- Supervises and maintains inventories of equipment.
- Maintains a safe, clean, and organized work environment, including the scene shop, storage areas, and the Bruce Davis Theater.
- Develops and maintains safety programs for the department along with Environmental Health and Safety (EHS).
- Is a standing member of the College's safety committee.

Teaching and Classroom Support:

- Teaches three (3) to seven (7) credit hours per semester in courses identified in collaboration with the department chair, generally in one four-credit stagecraft course and one (1) to three (3) one-credit production lab(s) in the fall semester with the possibility of lighting design or stage management in the spring semester along with production labs.
- Attends training in teaching provided by the College to include (but not limited to): new faculty orientation, programming by the Center for Inclusive Teaching and Learning, etc.
- Sets up and maintains computer laboratory stations including specific laboratory software needs.
- May have opportunities to mentor St. Mary's Projects or independent studies in design or technical theater.

MINIMUM QUALIFICATIONS:

- Education: Must have an M.A. or M.F.A. in technical theater or design or equivalent professional experience.

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- Experience: Professional theatrical experience is beneficial, but not necessary. Some teaching experience is preferable. Expertise in lighting design is essential and sound design is desirable. Budget management experience is a must.
- Ability to work well with students and faculty in a small public liberal-arts college.
- Ability to lift at least twenty-five (25) pounds.
- Computer competency in (Windows/Mac platforms), computer data acquisition systems, database management and spreadsheet data analysis.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.