



## David Douglas School District #40

### Classified Job Description

#### **PERFORMING ARTS CENTER TECHNICAL DIRECTOR**

Schedule: 10 months per year  
Class: 16

#### **POSITION PURPOSE**

To coordinate the technical aspects of the theatrical productions and the additional activities in the Performing Arts Center at David Douglas High School.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

##### **Responsibilities regarding the theatrical productions: musical, spring production:**

- Design the sets, lights and sound for all major productions. This includes, but is not limited to, initial sketches, floor plans, constructions drawings and elevations. It also includes lighting and sound plots
- Supervise all crew in the building and operation of the sets
- Supervise all crew in the hanging of lights and the operations of the lighting equipment
- Supervise all crew in the development and the operation of the sound systems
- Order and maintain records of supply purchases to be used in all productions
- Maintain, test and perform minor repairs on stage, light and sound equipment
- Provide technical coordination with the director, choreographer, designers and orchestra to insure continuity of productions
- Attend all productions in order to supervise and monitor operations
- Report directly to the director of the production

##### **Responsibilities regarding the One Act Festival:**

- Work as supervisor in all areas of technical theatre with student designers
- Order and maintain records of supply purchases to be used
- Continue to maintain, test and perform minor repairs on stage, light and sound equipment
- Attend all productions in order to supervise and monitor operations
- Report directly to the certified supervisor of the One Acts

##### **Responsibilities regarding the technical theatre classes:**

- Supervise the Advanced Technical Services Class (ATS)
- Advanced instruction in safety, construction, lighting and sound for all productions
- Instruction in the design process
- Maintain records of class hours, participation and set design requirements
- Supervise all designs for the One Act Festival
- Supervise the Stagecraft classes during the construction units.
- Assist the Stagecraft teacher with demonstrations during the safety and construction units.

##### **Responsibilities regarding additional use of the Performing Arts Center:**

- Serve as liaison between the booking office and client users as scheduling is completed.
- Meet with clients as necessary to discuss building usage, guidelines, and capabilities
- Meet client's need for staging and technical set up as appropriate
- Supervise the running of the event for the client
- Maintain a calendar of building usage with blackout dates and events

**QUALIFICATIONS**

- BA or equivalent in professional theatre productions
- Significant experience design sets, lights and sound and the constructions and execution of these designs at either the professional or university level
- Experience working with students as a supervisor and an instructor
- Must be highly self directed and experienced working in a self directed manner

**ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate to extensive degree of physical stamina with frequent lifting up to 50 pounds and occasional lifting up to 100 pounds. Ability to climb ladders, move in the catwalk and grid areas and use the genie lift. Frequent and prolonged standing, walking and bending.

**ADDITIONAL REQUIREMENT**

This job requires flexible hours. One must be available during various times of the day, evenings and some weekends. Schedules can be adjusted for the event commitments.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.