

JOB TITLE: Technical Theatre Instructor

FLSA: Exempt

DEPARTMENT: Arts & Sciences, Fine & Performing Arts

LEVEL: Faculty

REPORTS TO: Dean of Arts & Sciences and/or Vice President, Academic Affairs

DATE EFFECTIVE: 07-01-20

POSITION SUMMARY: This is a position that requires a background in scenic design, lighting design, and/or sound design, technical direction, and construction of all academic year department productions. The faculty member with this assignment also works under the faculty job description.

ESSENTIAL TASKS: Employee must be able to perform the following functions:

- Communicate and work collaboratively with faculty and staff regarding Theatre events and performances.
- Develop working drawings and complete set designs for all academic year Theatre productions.
- Recruit, assign, educate, and assist all crews for all academic year Theatre productions.
- Provide instruction as necessary to Theatre crews to develop and enhance their technical skills and ensure safety.
- Execute construction of set designs in a timely manner with the assistance of student crews.
- Attend and assist with all technical rehearsals for all academic year Theatre productions.
- Manage production budgets in conjunction with other department faculty and staff to cover cost of set construction, paint, equipment, furniture, and props.
- Coordinate acquisition of scenic elements through borrowing, rental, or purchase.
- Maintain a safe, orderly, and operable scenic shop.
- Schedule, supervise, debrief, and evaluate Theatre student workers and student Theatre crews.
- Create and supervise set strike for all academic year Theatre productions.
- Possess a strong working knowledge of the principles and techniques of Theatre production and stagecraft.
- Possess a strong working knowledge of safety procedures and practices as applied to Theatre and staging production.
- Possess a strong working knowledge of a variety of construction trades such as carpentry, electronics, welding, electrical, and painting; safety requirements necessary in the operation of stage equipment such as draperies, curtains, counterweight systems, rigging, and lighting.
- Participate in theatre production meetings for all academic year theater productions.

POSITIONS SUPERVISED: Student Workers

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature

Date

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