



## **Technical Theatre Instructor/Event Coordinator**

**QUALIFICATIONS:** Must meet Arkansas Qualified Teacher requirements.

**TERMS OF EMPLOYMENT:** A full contract for this position is 190 days, with benefits as specified in employee contract. Contract will be prorated based on actual start date.

The Technical Director (TD) has the daily responsibility for the technical operations of a theatre including lighting, sound, set design and construction, and coordinating necessary maintenance. He or she works with a great deal of independence and exercises independent judgment in performing a wide variety of duties. The TD reports directly to the Director of Theatre.

### **Responsibilities:**

- Operates, maintains and safeguards the technical assets of the theatre, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of stage facilities.
- Determines the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates.
- Designs, sets up, maintains, and operates lighting and sound systems for theatre, dance, music, and other productions and projects; assists guest designers with technical matters.
- Supervises and assists with set and stage construction and management.
- Assists in recruiting, training and assignment of volunteer or paid technical staff for individual shows.
- Orients facility renters and visiting productions to safety, technical characteristics and other areas of facility operations; facilitates the use of the technical facilities by the resident company and others engaged by or renting the facility.
- Monitors the condition of equipment including lighting, sound, and rigging equipment; arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment.
- Assists with the preparation and control of production budgets; maintains inventory and orders specialized supplies.
- Attends technical Week rehearsals, in order to supervise and assist in the technical aspects of the mounting the show.
- Possess a thorough working knowledge of techniques, methods and procedures of theatre, dance, and music productions and presentations including stage, set, sound and

lighting design and implementation; stage management; computerized lighting systems; stage carpentry; appropriate safety precautions and procedures.

- Teaches technical theatre classes and coordinates student tech work for shows and productions.
- Coordinates with Department Directors for all shows and concerts.

## **Requirements**

- The technical director ensures all technical aspects of the production work smoothly and safely. Much of this is done by coordinating between the artistic and technical departments. The tech director creates working construction drawings that translate a set designer's idea into workable plans for the scenic crew. He coordinates schedules so the lighting, sound, set and other crews have the time they need to set up their work onstage. The technical director also coordinates with the director and stage manager to ensure actor safety and fulfillment of the director's vision. Rigging — the placement and safety of any elements that are placed over the stage — is also the technical director's responsibility, in coordination with lighting and fly crews.
- Must have a thorough understanding of all aspects involved in technical theater, including construction, lighting equipment, rigging and sound. People and time management skills are a must, as are a focus on safety.
- A technical director must be able to work safely around power tools, on ladders and lifts, and around electricity.

## **Salary**

Full-time contract. Salary commensurate with qualifications.

## **Benefits**

Full benefits package

**Start Date:** August 2024

Send vita, unofficial transcripts, and contact info for three references to:

[info@csafortsmith.org](mailto:info@csafortsmith.org)

or

Dr. Rosilee Russell, Executive Director

[Rosilee.russell@csafortsmith.org](mailto:Rosilee.russell@csafortsmith.org)

479-434-2020