POSITION DESCRIPTION

TITLE: Theatre Technical Director, Theatre Program

LOCATION: Performing Arts Department
                    All Campuses

REPORTS TO: Department Chairperson

GRADE: CCRIPSA 10

WORK SCHEDULE: Calendar year work schedule. 35 hours per week.
                    Hours flexible according to production and laboratory schedules.

SUPERVISES: Supervise student help

JOB SUMMARY: To assist faculty involved with theatre courses and production work with all technical aspects of the theatre program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- During course laboratories, instruct students in the proper use of equipment and tools, as well as the accepted techniques for set construction, lighting, properties, etc.
- Supervise students and student workers in the scene shop.
- In cooperation with the designer/teacher, supervise all technical aspects of scene construction and operation at all campuses, including lighting and sound equipment and boards.
- Assist departmental staff in use of theatre facilities.
- Supervise and maintain production facilities, including equipment and inventory. File necessary hazardous materials reports with College agency.
- Build or procure props from other institutions, theatres, yard sales, etc.
- Keep abreast of progress and developments in the field of Technical Theatre.

OTHER DUTIES:
- Other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:
Various hand tools such as hammers, mallets, chisels, saws, wrenches, screwdrivers, etc. Various power tools such as table saws, tack guns, propane torches, sanders, etc. Lighting control board, dimmers, lighting instruments, sound control board mixer, amplifiers, speakers, microphones, projectors. Personal computers and related software.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:
- Bachelor's degree with emphasis in technical theatre required, Master's degree preferred.
- Considerable practical experience in set design and construction, lighting design and set-up, theatre sound, property and furniture construction, computer applications, and personnel supervision essential.
- Strong communication and teaching skills required.
- Experience in working in non-traditional theatre spaces is also vital.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor