

## Theater Tech Director – AV Moderator



<b>Reports to:</b>	Director of Activities		
<b>Job Classification:</b>	Non-exempt	<b>Hours per week:</b>	40
<b>Work Year:</b>	Academic	<b>Pay Scale:</b>	Theater Tech I

### JOB SUMMARY

The Theater Tech Director coordinates all events taking place in the Performance Art Center, including setup and takedown, before and after events, training students in proper and safe use of tech and backstage equipment. This position oversees the upkeep of the tech booth, stage, shop, costume and prop rooms, as well as storage spaces. Coordination of Audio Visual Club activities for all Saint Francis on-campus events is required.

### ESSENTIAL RESPONSIBILITIES & ACCOUNTABILITIES

- Set up and break down facilities for all Saint Francis functions
  - This includes but is not limited to drama performances, band and choir concerts, showcase events, counseling events, athletic parent nights, immersion parent night, admissions night events, collaboration and lunch meetings, administrative meetings, and in-service presentations
- Assist and train of users (students, employees, volunteers) on the proper use of tech and backstage equipment
- Assume responsibility for the theater tech crew and backstage crew students
- Coordinate with Main Stage show directors for all productions in the facility
  - This includes but is not limited to the Fall Drama, Winter Play, Musical, International Showcase, Student Productions, Broadway Showcase, One-Act Showcase, and Improv Group Main Stage shows
- Assume responsibility for the security and safe storage of all equipment and materials in the tech booth, stage, scene shop, costume room, prop rooms, make up and changing rooms, and basement storage areas
  - Keep an inventory to insure that equipment and materials are properly accounted for
- Coordinate with the Facilities Department to insure that all necessary safety inspections for rigging, pit lift, fire systems, and other necessary inspections are up to date
- Perform regular walk-through inspections of the entire building and notify the Facilities Department of any problems that cannot be resolved personally
- Coordinate with Theater Manager to calendar all events for the facility
- Train student members and coordinate the activities of the Audio Visual club, which is responsible for sound and video set up for masses, assemblies, rallies, and daily meetings, and presentations



## MINIMUM REQUIREMENTS

### **Experience**

- Lighting design and light board operating
- Sound design and sound board operating
- Set design and set construction
- Experience working with high school age students preferred

### **Educational Requirements**

- Associate's degree in theater from an accredited institution is required
  - Applicants without related subject degree but with related field experience will be considered

### **Skills**

- Creative vision for lighting, sound and set design
- Construction skills for building and dismantling sets
- Ability to demonstrate/ teach above skills to high school students
- Ability to collaborate with others

### **Behavioral Job Attributes**

- Must support the Catholic, Holy Cross mission and philosophy of the school
- Exercise judgment within defined procedures and practices to determine appropriate action
- Self-starter who is driven to learn and constantly seeks ways to improve professional skills, modernize internal systems and implement best practices
- Team-player who is willing to collaborate and support colleagues when needed
- Ability to work with enthusiasm and pride as a members of the greater Saint Francis, Holy Cross Community
- Act as role model to students and peers, always imparting good citizenship, kindness, friendliness, and helpfulness in a Christian way
- Show respect and service orientation towards all members of the immediate and extended communities

### **Physical Requirements**

- Must be able to operate a keyboard and mouse
- Must be able to use a telephone head or handset
- Work requires visual acuity
- Must be able to focus on highly detailed tasks for long periods of time
- Must be able to sit for extended periods of time

## *Theater Tech Director – AV Moderator*



- Must be able to lift 25 lbs. in confined spaces

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

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