

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: FROST TECHNICAL DIRECTOR

BASIC FUNCTION:

Under the direction of the Director of Secondary Curriculum and Instruction, the Technical Director functions as the supervisor for implementation and maintenance of all technical elements for The Robert Frost Auditorium, a 1,200 seat, state of the art facility with a busy schedule of student productions, concerts, classes, workshops and events.

DISTINGUISHING CHARACTERISTICS:

The Technical Director classification performs the management of all theatre production duties such as: building safety, sets, lights, sound, costuming, and rigging. The Technical Director classification performs additional tasks involving organization and maintenance of all technical equipment serving the Frost; and will be required to maintain an inventory database, production schedules, including crew schedules and work hours.

The successful candidate for this position will be committed and motivated to facilitating students' understanding of technical theatre concepts and skills through work-based learning experiences. Candidates must have the ability to work collaboratively with core subject and CTE teachers on the implementation and development of interdisciplinary Theatre Arts curriculum.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

PRE-PRODUCTION

- Meets with all producers for all events - both school and outside rentals
- Coordinates the client's production needs
- Communicates with clients regarding all technical needs for their shows
- Hires, trains and supervises crew for all productions
- The technical director will attend all technical rehearsals to deal with any problems that arise with the scenery, lighting, and audio now that it is onstage and the performers are interacting with it.

PRODUCTION

- Supervises all shows (or is available for emergencies)
- Trouble shoots any concerns that arise
- When the show has opened and is in performance, the TD will stay in contact with the production team to help with any repairs that might need to be done during the run of the show.

- Develop Strike Plan.
- Communicate daily notes, strike call time, and strike requirements to Stage Manager.

POST PRODUCTION

- Supervises strike and ensures that it goes smoothly to ensure orderly and safe tear down, demolition, and/or storage of scenic, lighting, sound, and property elements.
- Ensures that client gets property back.

MANAGEMENT

- Supervises all tech crew for all shows
- Manages the schedule, staffing the crew accordingly
- Responsible for all theatre upkeep and maintenance
- Responsible for inventory of equipment

OTHER DUTIES:

- As assigned, related to the running of the Robert Frost Auditorium

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of electrical, rigging, lighting, audio, video, production scheduling, theatrical set design and production.
- Theatre house management
- Theatre maintenance and safety operations
- Budget control and planning
- Computer operations and skills
- Principles and practices of effective crowd control, security, safety and risk management
- Health, safety standards and ADA compliance provisions

Ability to:

- Organize audio, electrical, lighting, rigging, video and scenic elements for theatrical productions
- Effectively administer theatrical and non-theatrical activities safely
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationship with those contacted in the course of work
- Train and supervise others
- Work with minimal supervision
- Perform under pressure and meet deadlines
- Work irregular hours and days with weekend assignments

EDUCATION AND EXPERIENCE

EDUCATION:

Degree in Technical Theatre preferred. Any combination equivalent to: graduation from high school and sufficient training and experience (minimum four years) to demonstrate the knowledge and abilities listed above.

EXPERIENCE:

Candidates should have a solid technical theatre background in scenic and property construction, rigging, electrical, lighting, audio, video, lift systems, production scheduling and design elements. Key to the role is communication with production teams and staff, keeping all informed of progress and changes on projects in a timely manner. Experience working with students is strongly desired.

WORKING CONDITIONS:

ENVIRONMENT:

- Work irregular hours including nights, weekends and holidays
- Active theatre environment

PHYSICAL DEMANDS:

- Ability to operate theatre equipment and tools
- Vision and hearing to perform work
- Sit or stand for extended periods of time
- Walk over rough or uneven surfaces
- Climb ladders and flights of stairs
- Bend over, stoop, grasp, reach overhead, push, pull and move, lift and/or carry up to 50 pounds

HAZARDS:

- Working Scene Shop with dangerous mechanical equipment
- Theatre with heavy equipment hanging overhead and catwalks