

Job Title:	Technical Director/Designer
Department:	The Arts
Reports to:	Arts Executive Director/Producer
Date:	1/19/2018

General Summary

What is the primary purpose of this position?

The Technical Director/Designer at St. Francis Catholic High School in Sacramento, California, oversees all of the technical and design elements, including all lighting and sound needs, for theater productions, including music, dance concerts, and special events.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Arts Productions

- Oversees all lighting, sound, scenic and technical elements.
- Prepares budget for supplies, equipment, maintenance and upkeep.
- Oversees the design, construction and painting of the sets, including organizing production schedules in collaboration with the Arts Executive Director/Producer and Arts Council.
- Supervises students and volunteer crews in the execution of lighting and sound designs.
- Provides a comprehensive learning experience for students, staff, and parents serving on construction and running crews by instructing them in the technical aspects and safety procedures involved in scenic construction, lighting, and sound design.
- Maintains a clean and safe backstage at all times for set construction, adhering to safety guidelines. Maintains a strong and consistent focus on safety standards.
- Assists with construction and crew calls.
- Participates in the Arts annual production budget process, reviewing design, construction and technical needs.
- Leads all Tech Rehearsals to ensure lighting, sound, and set appropriately supports and enhances the production. Participates in all production meetings, dress rehearsals, and striking the sets.

Design Shop and Stage Oversight

- Coordinates all scenic and technical activities for arts productions with the Arts Executive Director/Producer; coordinates all shop and stage activities with other staff members and oversees technical crews and staff.
- Implements and maintains policies and procedures to ensure the safety and maintenance of all shop, lighting, and technical sound equipment.

Liturgies, Special Events and Assemblies

Assist with the technical needs of upcoming events around campus as needed.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.



Education:

Bachelor of Fine Arts Degree required, with an emphasis in theater design/technology preferred. Masters of Fine Arts, Technical Theater preferred.

Specialized training:

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Job experience:

Three to five years of experience directly related to the duties and responsibilities specified. Theater experience in a school setting is highly desirable. Teaching experience preferred.

Technical/Functional skills:

- Artistically creative; strong design skills including painting, drafting, and lighting.
- Ability to run and program a lighting board (LED, ION).
- Knowledge and expertise in sound mixing, including working knowledge of audio and sound reinforcement and design.
- Strong welding and carpentry skills.
- Knowledgeable in computer applications such as CAD. Ability to quickly learn technology.
- Ability to teach technical skills to high school students.
- Strong communication and collaborative skills.
- Ability to work independently with little direction.
- Ability to multi-task; flexibility and openness to changing priorities.
- Exceptional organizational skills; ability to prioritize and adjust to meet deadlines.
- Ability to interpret, apply, and explain safety practices and procedures.
- Working knowledge of stage rigging.
- Working knowledge of stage management/production management.

Other Requirements:

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• Other duties may be required as needed.