

# WESLEYAN

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# SCHOOL

## Technical Theater Director

The technical director (TD) reports to the director of fine arts and is responsible for all technical aspects of the Wesleyan theater program, K-12. In addition, this specialist will oversee the operation of Powell Theater (450-seat proscenium), Lencke Theater (100-seat Blackbox), and Bowen Cafetorium. This position is a 10-month position plus flexible summer responsibilities.

### Responsibilities:

#### The Technical Director will:

- ❖ In conjunction with the middle and high school theater directors, and with the help of the assistant technical director and student technical crew, the technical director is responsible for the execution of all technical aspects of fine arts productions and performances, including:
  - \*Design and construct sets, set pieces, and props for 2 middle school and 3 high school theater productions (including 2 musicals).
  - \*Design and execute lighting for 2 middle school and 3 high school theater productions (including 2 musicals).
  - \*Design and execute sound for 2 middle school and 3 high school theater productions (including 2 musicals).
  - Operate, protect, and maintain the theater's technical assets, including rigging, shop tools, shop assets (platforms, wall flats, lamps, screws, etc.), props, set dressings, and lights.
  - Coordinate the use of assets between Powell Theater and Lencke Theater.
  - Collaborate with the calendar coordinator in the scheduling of Powell Theater and Lencke Theater.
  - Provide direction in the areas of design, safety, shop efficiencies, and equipment care.
  - Set up and maintain accounts with local materials vendors. Order materials, return unused materials, and arrange receiving and pick-up.
  - Manage technical budget for each production.
  - Supervise volunteers to ensure all tools are being used properly and designs are built efficiently and to safety standards.
  - Act as run crew as needed.
  - Provide additional set up expertise for other departments and vendors using Powell, Lencke, and Bowen performance venues including

manipulation of theatrical rigging, curtains, set construction, lighting, sound, and staging.

\* Expert knowledge in at least three of the following technical areas is required: set design, set construction, lighting, sound, props, stage management.

- Collaborate and consistently meet with the creative team to realize overall vision for each middle and high school production.
- Provide professional consultation in the purchase of new equipment for the theatrical venues.
- Leads the assistant technical director in all daily and overarching technical aspects of Wesleyan theater.
- Act as a mentor/ role model to Wesleyan theater students, sharing knowledge, skills, and guidance.
- Actively participate in the life of the school both during the school day and outside of normal school hours.

### **Qualifications:**

- A bachelor's degree in fine arts is preferred but not required.
- Technical theater experience in educational and/or professional settings is preferred.
- Expert knowledge in at least three of the following technical areas is required: set design, set construction, lighting, sound, props, stage management.
- Demonstrated experience in working with youth.
- Basic knowledge of AutoCAD, Vector works, or other design software is preferred.
- Competency in Microsoft Office Suite (Excel, Word, Teams, etc.)
- Ability to lift 50+ lb.
- Comfortable with heights (ladder, lift, and catwalk).
- Ability to bend, kneel, crawl, etc. for extended periods of time.
- Ability to drive a 26-foot box truck.

### **Personal Qualifications**

- Grounding in the Christian faith, and a strong interest in providing students with Christ-centered education.
- Detail-oriented and self-starting.
- Team player, able to lead, follow, and collaborate creatively.
- Possesses a personal mission to serve young adults.
- Excellent organizational and communication skills.
- Strong work ethic, patient, creative, and adaptable to change.
- Works well with people from a wide variety of backgrounds.
- Prioritizes shop safety.