

TECHNICAL DIRECTOR
(SCHOOL OF THE ARTS)

Code No. 4-18-330
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting in developing, establishing and implementing theater production goals and objectives for the Rochester City School District's School of the Arts (SOTA). The Technical Director serves as a resource for students and teachers regarding theatrical production activities such as lighting, sound and scenery, and the proper use and operation of equipment including video and related equipment, and computer graphics. Duties include assisting teachers in evaluating student progress and preparing related reports as well as performing routine activities such as keeping equipment inventory, maintenance of storage areas, and minor cleaning and repair of technical equipment. Acts as Technical Director for evening and weekend SOTA events. The Technical Director reports directly to, and works under the general supervision of the Building Principal, Arts Center Director, or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists staff establish clear objectives of students in relation to theater production goals;

Assists in creating an environment conducive to learning and appropriate for the maturity and interests of student;

Assists staff evaluate accomplishments of students relating to theater production;

Attends meetings and serves on staff committees;

Attends all evening and weekend extracurricular events as they relate to SOTA productions;

Recruits and assigns all crews for SOTA productions and notifies teachers in writing of technical crews assigned to theater productions;

Serves as a resource for theater technology and all other classes that use computer technology, and assists teachers in those classes;

Performs routine cleaning and minor repairs to technical equipment and orders new equipment and replacement parts;

Works with the central office to arrange for major repairs to computers and theater technology equipment;

Inventories and distributes technical equipment, keeping inventory and distribution records;

Orders replacement lamps and other consumables for all theaters;

Ensures the proper operation and care of theater technical equipment;

Maintains an orderly storage area for lighting, sound, computer, and other theater equipment;

Troubleshoots all problems with the computer network;

Assists teachers in operation of their classroom computers and computers in the labs;

Purchases, installs, maintains, and suggests upgrades for computer software;

Maintains an active database of computers, software, videos, hardware (peripherals), and other materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of theater technology techniques and procedures including set design and construction, stage lighting, audio technologies, computer, computer networking and other theater and stage equipment; good knowledge of the proper operation and maintenance of technical theater equipment and computers; working knowledge of curriculum development, instructional and production goals and objectives; ability to prepare concise oral and written reports; ability to perform routine cleaning and maintenance of technical equipment; ability to keep inventory of equipment; ability to work well with teachers and students; ability to assist student and teachers in theater technology activities; good judgment; creativity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus, EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Fine and Performing Arts, Visual Communications, Visual Arts, Computer Technology or a closely related field or graduation from a college or university accredited by the National Association of Schools of Theatre, Commission on Accreditation with a Bachelor's degree in one of the above mentioned fields, all of which must have involved, as part of the course work, at least five (5) theatrical productions involving activities such as technical direction, lighting, sound, carpentry, video or related activities*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Fine and Performing Arts, Visual Communications, Visual Arts, Computer Technology or a closely related field or graduation from a college or university accredited by the National Association of Schools of Theatre, Commission on Accreditation with an Associate's degree in one of the above mentioned fields, plus two (2) years paid full-time or its part-time equivalent experience in theatrical productions involving activities such as technical direction, lighting, sound, carpentry, video, or related activities; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

***NOTE:** Candidates must clearly demonstrate required college course work by listing on their applications the theatrical productions they participated in.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State, or otherwise demonstrate your ability to meet the transportation needs of the position.

ADOPTED: January 10, 1991
REVISED: February 6, 1997
REVISED: February 7, 2002
REVISED: October 7, 2013