

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

TECHNICAL DIRECTOR

FLSA STATUS: EXEMPT – PAY GRADE P-18

**JOB FAMILY: THEATRE ARTS & STAGE PRODUCTION
JOB FUNCTION: INSTITUTIONAL ADVANCEMENT**

GENERAL STATEMENT OF JOB

Serves as the Technical Director for theater productions. Recommends all design components and purchases for scenery, costumes, lights, sound, props, paints, and special effects. Maintains inventories of all theatrical equipment, both fixed and movable, to ensure proper working conditions and schedules and facilitates all routine and maintenance of equipment. Attends regular production meetings for performing and fine arts programs; assigns technical staff positions for each production; schedules and supervises students and union crews during theatrical productions; establishes and maintains safety practices and documentation of the same; and collaborates extensively with performing and fine arts faculty and staff for technical programming support in all venues of the Wilson Center.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Plans and supervises lighting, audio, and other technical and production needs for all college-related performances and outside rentals. Responsible for all lighting, projection, rigging, and sound control systems for each production. Serves as the last line of defense for all production technical issues.

Communicates any limitations of time, personnel, and budget to the appropriate production personnel.

Performs and delegates duties related to the construction, installation, and strike of all scenic elements.

Generates all working drawings and build schedules necessary to realize each production as designed.

Schedules and supervises student employees, volunteers, classified personnel, and contracted labor through IATSE Local 115, for load-in performances and the load-out of productions, and serves as call steward when stagehands are on duty (per agreement with IATSE).

Communicates, collaborates, and works closely with performing and fine arts faculty, tour managers, stage managers, scenic designers, lighting designers, sound designers, and costume designers for each production. Serves as a point of contact for arrival of visiting artist.

Evaluates, sources, and maintains inventories for fixed and non-fixed theatrical production goods, materials, equipment. Maintains inventory database records.

TECHNICAL DIRECTOR – Page 2

Creates and maintains safe workplaces throughout the venue; documents and submits safety protocols to the College's Safety Officer. Develops and maintains a routine maintenance schedule for all theatrical stage equipment.

Ensures scenic properties and rehearsal furniture are available for rehearsals in a timely manner and oversees the smooth process of striking and storing scenery at the end of a production run.

Assists the teaching faculty in training of students in safe and proper use of theatrical stage equipment.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Director of Programming & Operations.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree in Technical Theatre, or related field, from a regionally accredited institution supplemented by a minimum of two (2) years of related experience in theatrical scenic construction including welding, lighting and programming the system, projection, sound control systems, and theatrical rigging; design software i.e. AutoCAD, QLab, Vectorworks; and managing contracted labor teams. Valid Drivers' License. Experience operating a Genie Lift.

PREFERRED QUALIFICATIONS

A Master's degree in Technical Theatre.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent moderate lifting (50 pounds); work at heights that can exceed 30 feet; or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

TECHNICAL DIRECTOR – Page 3

Language Ability: Requires the ability to read and prepare a variety of correspondence, reports, forms, brochures, lists, budgets, and schedules. using prescribed format. Requires the ability to speak with voice control and confidence. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures and conclusions, to follow oral and written instructions. Must be able to communicate professionally, efficiently, and effectively with staff, students, co-workers and supervisors using engineering, legal, music, theater, accounting, electrical, personnel and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to interpret graphs; to calculate decimals and percentages; to utilize college algebra and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information. Requires excellent levels of form and spatial aptitude.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating computers and modern office and theater equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of computers and office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be able to communicate professionally with a broad array of individuals in varying professions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, but may require exposure to strong odors and/or smoke.

Effective: 1/19/23

Revised: 8/23/23