

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

**ASSISTANT TECHNICAL DIRECTOR**

**FLSA STATUS: EXEMPT – PAY GRADE C-11**

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

**GENERAL STATEMENT OF JOB**

The Assistant Technical Director supervises student production personnel in the stagecraft laboratory and in performance spaces of all college-proposed theatrical productions. This position demonstrates and supervises the application of appropriate use of equipment and safe production practices to students. This position maintains all scene shop tools and equipment.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Supervises and assists crews in the construction of scenery and properties for all college-produced theater productions.

Supervises and assists crews in the installation, performances, and load-out of all college-produced theater productions.

Demonstrates in a laboratory setting the safe and proper use of the tools used in the construction of scenery and properties.

Assists faculty in ensuring the assigned student work projects and schedules are completed in a timely and appropriate manner.

Develops and maintains a routine maintenance schedule for all scene shop tools and equipment.

Evaluates and maintains inventories of materials and equipment necessary for the operation of the scenery construction.

Provides support for production and promotion of student performing arts programs.

Performs other related duties, as required.

**SUPERVISION RECEIVED**

Supervision is received from the Instructional Program Manager of Theatre and Entertainment Technology.

**SUPERVISION EXERCISED**

Supervision is exercised over assigned staff and students.

**MINIMUM QUALIFICATIONS**

High school diploma or high school equivalency supplemented by two (2) years of related experience.

**PREFERRED QUALIFICATIONS**

Bachelor's degree in Technical Theatre, or related field, from a regionally accredited institution supplemented by 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.

**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.

**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.

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**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:** 8/23/23