



Position Description

Position: Performing Arts Technical Supervisor	Position Number: 479901
Department/Site: Fine & Performing Arts/Performing Arts Center	FLSA: Exempt
Evaluated by: Director of Performing Arts	Salary Range: 10

Summary

Under the general direction of the director of performing arts, the position of performing arts technical supervisor organizes and supervises the setup, rehearsal, performance, and strike of all productions in the Performing Arts Center, including in-house productions, community group rentals, and District sponsored shows and functions. Manages individual theatre productions assuring highest quality standards are met, while monitoring and working within budget, coordinates between producers, house crew, shop coordinator, rental users and all technical personnel, assuring that communication is effective, open and consistent, oversee as needed the design, building, installation and strike of sets and props required for production of events.

Essential Duties and Responsibilities

- Serve as house technical director for all building rental, users, and touring companies.
- Serve as production manager for in house productions.
- Serve as resident lighting designer for the facility.
- Serve as resident sound designer for the facility.
- Supervise the stage manager and shop coordinator and all technical personnel.
- Coordinate technical activities among performing arts center, theatre arts, music, recording arts, scene shop, box office and other campus users.
- Oversee and ensure appropriate maintenance and repair of all theatrical equipment and spaces.
- Ensure performing arts center procedures meet applicable health and safety requirements.

- Perform duties of stage manager or shop coordinator as required.
- Train and oversee all backstage technical personnel as needed.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills and Abilities

- Knowledge of all stage machinery, scenic, lighting and sounds equipment used in production and performance.
- Knowledge of technical theatre, rigging, and performance techniques.
- Knowledge of fire safety, and health regulations.
- Requires the operation of a personal computer and appropriate hardware and software skills.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.



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- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Meet demanding and inflexible timetables schedules.
- Work from blueprints.

Physical Abilities

- Requires the ability to perform work of an active nature.
- Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) heavy weights of up to 75 pounds on a regular basis.
- Requires the ability to push, pull, and guide materials over 75 pounds.
- Requires the ability to climb, stoop, kneel, and crouch on a regular basis.
- Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.
- Requires auditory ability to hear machinery sounds and alarms.
- Requires near and far visual acuity to read printed materials, observe 3-dimensional views, moving objects, and work-in-progress.
- Requires speaking ability to project voice to a small group.

Education and Experience

- Possession of a bachelor's degree in technical theatre. Four years experience, at least two years in supervisory. Experience in at least two areas of technical theatre specialization: scenery, technical direction, lighting, sound, props, and costumes.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Flexible work schedule that varies from week to week, shop, stage, and office environment.