



## **POSITION DESCRIPTION**

### **Performing Arts Technical Supervisor**

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**Position** ..... Performing Arts Technical Supervisor  
**Department/Site** ..... Visual and Performing Arts  
**FLSA** ..... Exempt  
**Evaluated by** ..... Director of the Haugh Performing Arts Center  
**Salary Range** ..... 10

#### **Summary**

Under the general direction of the Director of Haugh Performing Arts Center, the 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**

- Serves as house technical director for all building rental, users, and touring companies.
- Serves as production manager for in house productions.
- Serves as resident lighting designer for the facility.
- Serves as resident sound designer for the facility.
- Supervises the Stage Manager and Shop Coordinator and all technical personnel.
- Coordinates technical activities among Performing Arts Center, theatre arts, music, recording arts, scene shop, box office and other campus users.
- Oversees and ensures appropriate maintenance and repair of all theatrical equipment and spaces.
- Ensures performing arts center procedures meet applicable health and safety requirements.
- Performs duties of Stage Manager or Shop Coordinator as required.
- Trains and oversees all backstage technical personnel as needed.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

#### **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.



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- Knowledge of fire safety, and health regulations.
- Ability to meet demanding and inflexible timetables schedules.
- Work from blueprints.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

#### **Education and Experience**

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