

Job Description: Theatre Technical Director → Theatre Technical Director and Operations Manager
Approved, MPC Associate Dean for Human Resources: 5-15-2015
Board Approved:

MONTEREY PENINSULA COLLEGE

THEATRE TECHNICAL DIRECTOR AND OPERATIONS MANAGER

JOB SUMMARY

Under administrative direction of the Dean, with consultation of the faculty in the theatre area, initiate, plan and participate in a variety of supervisor and stagecraft duties involved in theatre production. Perform a variety of complex and highly technical functions requiring ingenuity, creativeness, and resourcefulness; direct all aspects of Theatre operations and technical direction including but not limited to: supervision of front of the house box office operations, safety, shop operations and operations on-stage and back stage. Assist and advise production directors in a theatre laboratory setting; work in successful collaboration with department heads, faculty, and guest artistic personnel.

EXAMPLE OF DUTIES

Essential Functions

1. Direct, design, participate, and exercise functional supervision over staff engaged in the construction and repair of sets and scenery for various productions and live events using a variety of equipment, including radial, table, circular, and vertical saws, welding tools, and other hand and power tools. Prepare sketches and blueprints for staging and lighting effects; consult with production directors to assess stagecraft needs.
2. Direct, design, participate, and exercise functional supervision over staff engaged in the use of lighting equipment, video and multimedia equipment, and computer controlled light consoles; hang, install, program and prepare lighting for various productions and live events.
3. Design specifications for sound production and sound effects and direct such operations; exercise functional supervision over staff operating mixers, sound consoles, and related equipment.
4. Direct, participate, and exercise functional supervision over staff engaged in the rigging and flying of curtains, backdrops, special props and other apparatuses required for a production or event; operate the stage counterweight system to facilitate set changes and insure safe operation.
5. Manage the day-to-day operations of the department in support of the District's mission and vision; develop operational guidelines; develop and implement goals, objectives, policies, and priorities; create a team effort of the staff; and provide strong, reliable leadership, which exhibits integrity, instills trust and confidence. Establish rules, regulations and procedures for the safe use and rental of the theatre and department property and equipment.
6. Recruit, train and supervise students and instructional specialists in the proper methods of stage lighting, rigging, sound effects, set construction, and painting of stage scenery, props and backdrops. Supervise students in the use of tools and equipment used in stagecraft work including carpentry, welding and electricians; supervise stage crews during rehearsals and performances. Recruit, select, direct, and supervise guest designers, professional experts, overhires, and other temporary employees as needed.

7. Confer with administrators, instructors, students, performers, and other parties in coordinating theatrical productions and use of the college theatre. Facilitate the use of the Theatre by on campus and off-campus groups. Orient, supervise and train third parties and individuals hired for short term projects in the use of Theatre equipment.
8. Plan, supervise and coordinate the use, maintenance and development of off campus storage of theatre property and facilities, including off campus storage. Maintain inventory of carpentry and metal working tools, painting equipment, sound and lighting equipment and ensure the proper working condition of equipment. Maintain vehicle inventory needed for Theatre Arts Department use including forklifts and trucks. Direct routine maintenance of all stage, sound and lighting equipment and tools, and costuming; implement and ensure the safety of stage activities.
9. In consultation with the Theatre Arts department chairperson, prepare and monitor the annual Theatre budget; monitor and authorize expenditures of materials, supplies and other operating expenses; analyze and review budgetary and financial data to ensure cost-effective management of the Theatre budget. Estimate costs of stage setting and performances, including timelines.
10. Hire qualified staff with essential skills and knowledge; Train staff in work assignments and ensure safe work practices are followed; Appropriately delegate responsibilities to assure efficient and effective performance of assigned work; Complete performance evaluations; Counsel staff in clearly understanding their responsibilities and assignments and assist in successfully meeting their goals/performance; Recommend disciplinary and termination actions as necessary; Plan, coordinate, and arrange for the acquisition of appropriate training/ tools/skills/resources for department personnel; Recommend and implement improved work methods and procedures to improve cost-effectiveness and quality.
11. Maintain an understanding of current ideas, innovations, and practices, pertaining to the areas of responsibility through continued study and participation in professional organizations; Seek and participate in professional development activities in order to plan and organize the present and future technical aspects of the Theatre Arts Department program.

Other Functions

12. Act as college screening agent for the State of California Department of Defense Surplus Property Program.
13. Oversee the summer youth services program as necessary.
14. Serve on college committees as assigned. Represent the District at local, regional and state meetings, as assigned.
15. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

A bachelor's degree in theatre arts, technical theatre, fine arts, lighting, stage design or related field and three (3) years of work experience in two or more of the following areas: prop design, prop construction, stage set design, stage set construction, rigging, lighting, sound, and operation/use of stage equipment.

Knowledge

Knowledge of: Principles and techniques of technical direction, including the design and administration of set construction, prop construction, lighting, sound, rigging, scenic painting, and special effects related to theatrical

productions and live events; audio/visual and multimedia equipment; principles of operating contemporary sound consoles and related equipment; principles of operating contemporary lighting consoles and related equipment; proper use and care of power and hand tools used in stage production work; basic stage carpentry, painting, welding, and electrical work employed in stage production; pertinent federal, state, and local codes, laws, and regulations including safety, health, and fire regulations; principles and practices of training and development; rules and regulations related to California Community Colleges; principles, practices, and procedures of purchasing; principles and practices of recordkeeping and inventory control; principles and practices of budget preparation and administration; and office procedures, methods, and equipment including computers and applicable software applications

Abilities

Ability to: Work under administrative direction and guidance from the Dean in collaboration with faculty or on own as required; learn methods used in modernized stagecraft and stage operation; operate technical lighting and sound systems; create and implement floor plans and working drawings for set design; interact effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise, and firmness; meet the physical requirements of the job; supervise, participate and train others in the use and operation of the theatre and equipment; design sets; enforce safety and fire regulations; make routine repairs and adjustments to theatre equipment and supplies; operate theatre equipment; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently office machines and equipment including computers; proficient and accurate word processing skills; establish and maintain effective work relationships with those contacted in the performance of required duties; work effectively under workload pressure; enforce and be actively attentive to fire, safety and health regulations; analyze situations accurately and adopt effective courses of action; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending and working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Some heavy physical effort which may include frequent standing, walking and lifting of heavy (over 40 lbs.) parcels, machines or equipment; frequent activities requiring full body exertion. Indoor and outdoor work environment; some exposure to environmental extremes.

CERTIFICATES AND LICENSES:

Current California DMV driver's license. Employee must be insurable by the college's insurance carrier while employed in this classification. Maintain current OSHA compliant lift-truck certification and hazardous materials certification. Attend emergency preparedness and other training as required.

Hold valid First Aid and CPR certificates or possess the ability to obtain certificates within 6 months of employment.