

TITLE: TECHNICAL DIRECTOR/KING FINE ARTS CENTER

LOCATION:

Primarily BHS campus, working through the King Fine Arts Center and Little Theatre. Also will travel to various Cassia Joint School District auditoriums (Declo and Raft River high schools) to trouble shoot, install, fix, and maintain current sound and lighting systems.

SUPERVISED BY:

Director of the King Fine Arts Center

MINIMUM QUALIFICATIONS:

- Bachelor of Fine Arts Degree with an emphasis in Technical Theatre, or equivalent professional experience
- working knowledge of construction and set design
- working knowledge of lighting design
- working knowledge of stage rigging
- working knowledge of audio and sound reinforcement
- working knowledge of stage management/or production management
- working knowledge and clear understanding of professional standards of stage safety
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

POSITION OBJECTIVE:

To manage/implement the technical requirements of all King Fine Arts Center and Little Theatre events and manage the technical resources of the various district auditoriums/performance areas. To teach the Theatrical Technologies classes at BHS during the 6th and 7th hour each school day, currently called Music Technologies. To implement Music Technologies classes in other schools that would allow for students to gain knowledge concerning stage lighting and sound for their particular venues, but realizing that the position's first priority is the King Fine Arts Center.

PERFORMANCE RESPONSIBILITIES:

1. Assist coordinating the technical demands of overlapping productions, performances and events using the King Fine Arts Center. Manage the Concert Hall and Little Theatre schedule (with the Administrative Assistant) to ensure that all events are scheduled and do not overlap with other Fine Arts or school events.
2. Maintain safety and efficiency of all auditorium technical facilities: physical plant, stage rigging, construction area, lighting, and sound equipment.
3. Develop a working relationship with building and grounds crew and grounds coordinator to support safety requirements for students and auditorium space.
4. Assist coordinating and supervise student technical crews and develop a training program to build an ongoing student technical production team. Develop a cohort of students who are trained to meet the demands of technical theatre production and work effectively as a team. Administrate the adult crew workers.
5. Foster a professional, collegial relationship with all production coordinators, and school personnel involved in productions, programs and events.
6. Teach the Technical Arts course which would require the Technical Director to work with students who have a range of academic levels and interpersonal capacities to develop individual skills as well as a group work ethic within the student technical production team.
7. Assists the Administrative Assistant and Director in managing the Little Theatre, which may include scheduling, set-up and managing events in the space.

8. Oversee front of house staff (King Fine Arts Center Ushers, front desk) during performances, run all crews on and off-stage. The Technical Theatre Director is responsible for maintaining the function of the performance.
9. Assist coordinating post-production strike and cleanup of all facilities, materials and equipment within two to five days of the performance, as schedule permits.
10. Serve as the Theatre Scenic Designer who coordinates the design, build, tech weeks, and the week of production. Contact time expectations during tech week would be, in additional to school hours, 1:30-10:00 each evening and on some Saturdays as well as pre- and post-performance supervision and technical responsibilities. During these weeks, the Technical Theatre Director coordinates completion of the sets while working with the Director of the King Fine Arts Center in lighting, costumes, props, and sound, and makes changes based on feedback from the directors and producers.
11. Work with other schools performance arts centers (Declo, Raft River), training students and staff how to best use their current equipment. Installation of and upkeep of sound, lighting, rigging, technical needs in regards to said performance spaces.
12. Attend all theatre department and KFAC Alliance meetings. Make self available for meetings with director and crew of all performances and shows. Must have solid communication skills.
13. Maintain student/adult working crew for events.
14. Maintain log of rented equipment, design rules and procedures for use of said equipment.

PHYSICAL DEMANDS: The employee will be required to perform the duties necessary in a normal office environment. Employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 25 lbs. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

TERMS OF EMPLOYMENT: The time commitment varies for each production but generally one can expect approximately 40 hours a week, 50 weeks per year, but many weeks will have exceeded 40. Comp Time will be in effect.

COMPENSATION: Base pay of \$30,000 with added community rental rate of \$50 per hour for technical director compensation. The executive director currently works approximately 60-100 hours per month, the majority of that time would go to a technical director. With a rough guesstimate of 360 hours per calendar year above the regular schedule, we can estimate an additional \$18,000-\$36,000 from the community.

EVALUATION: Performance will be evaluated annually by the Director of the King Fine Arts Center.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee occasionally must squat, stoop or kneel, reach above the head and reach forward. The employee occasionally will be required to lift up to 100 pounds such as cartons of paper and lighting equipment and sound equipment. Specific vision abilities required by this job include close vision and ability to tell differences among colors.

WORK ENVIRONMENT: The noise level in the work environment is typical for a school environment. The employee continuously interacts with the public and other staff and frequently meets multiple demands from several people. Work is generally performed indoors. There are occasions where sound systems are rented for outside venues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee (s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee on the school district website: www.cassiaschools.org.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

EMPLOYEE ACKNOWLEDGEMENT: I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

Employee Signature

Date

June 14, 2023