

**Santa Monica Community College District  
Personnel Commission**

**Theatre Technical Director**

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**CONCEPT OF THE CLASS**

The position in this classification plans, oversees, coordinates, and provides technical direction for the various phases of theatre productions including set construction, lighting, props, costumes, and sound. This position also oversees front of house staff and coordinates the work of designers and technical crews to ensure the proper, safe, and timely set-up of stage settings and events.

**ESSENTIAL DUTIES**

Plans and oversees the daily work; participates in the work of stage construction, sound set up, and lighting; ensures that the construction, painting, rigging and setup of stage settings and other events are completed in a proper, safe, and timely manner.

Reviews and approves scenic, lighting, costuming, and sound designs.

Prepares production and related budgets; estimates project costs such as projected supplies, equipment, materials, and rental needs, and completion time.

Maintains production and related accounting; keeps the books for stage management, box office, house management, front of house staffing, and publicity for a variety of theatrical productions and events.

Plans and schedules the technical production work.

Oversees the building of stage sets, lighting and sound installations from blueprints, drawings, designs, and other renderings.

Creates the department calendar and schedules the use of department facilities.

Attends and oversees technical and dress rehearsals to ensure execution of scene, lighting and sound shifts, prop placement and shifting, costume changes, and provides technical input to directors, designers, and students to ensure that productions run smoothly.

Monitors the proper and safe use of shop tools, equipment, and stage machinery; ensures the safety of stage and shop areas.

Schedules and oversees the striking of sets.

Provides guidance to students in the various phases of theatre production.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

**SUPERVISION**

***Supervision Received***

Under general direction, the employee consults with Department Chair on general management matters, makes decisions on spending amounts, and approves budgets for theatre activities.

***Supervision Exercised***

The position in this classification does not supervise other classified positions. However, this position does coordinate the work of the following classifications: Costume Designer and Stage Design Technician, hire and provide supervision to front of house staff, and contracts outside vendors for a variety of services ranging from rental to repair contracts.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of principles, methods, materials, and terminology used in set construction, lighting, props, costumes, and sound design and setup.

Knowledge of theatrical rigging system.

Knowledge of safety practices and procedures involved in theatre productions.

Knowledge of basic electrical theory.

Knowledge of time management techniques.

Knowledge of drafting techniques.

Knowledge of basic accounting and bookkeeping principles.

Knowledge of work scheduling methods.

Ability to read and interpret blueprints, designs, renderings, and other drawings in order to execute sets.

Ability to draft technical drawings.

Ability to oversee and participate in the construction of stage sets and props including the setup and rigging of sound and lighting.

Ability to plan and estimate cost and time needed for completion of productions.

Ability to establish and maintain effective working relationships with faculty, staff, and students.

Ability to communicate effectively orally and in writing.

**MINIMUM QUALIFICATIONS*****Education Requirement:***

Bachelors in Technical Direction, Production Management, or closely related field.

***Experience Requirement:***

Four (4) years of experience in planning, overseeing, and coordinating the technical direction and/or production management of theatre productions.

***Education/Experience Equivalency:***

Experience and/or education of the same kind, level, or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

***Licensure and/or Certification:***

None.

**WORKING CONDITIONS AND PHYSICAL DEMANDS*****Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Environment:**

While performing the duties of this job the employee is regularly required to carry, push, lift or pull up to 25 pounds. This position both climbs and stands. While performing the duties of this job, there is exposure to paint and welding fumes, chemicals, and dust. This position may use power tools and works with electrical equipment.

**CLASS DETAIL**

**Job Family:** Instructional Support (Student Services/Classroom)

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** 11/09/06

**Revision Date(s):** 08/21/96, Hay Study 11/09/06

**Class History:** Theatre Technical Director