



THE METROPOLITAN SCHOOL DISTRICT OF

WARREN TOWNSHIP

Warren Performing Arts Center Technical Director

JOB TITLE: Warren Performing Arts Center Technical Director

FLSA CLASSIFICATION: Exempt (Non-Certified), salaried employee.

WORK DAYS: 246 days (does not include holidays).

STANDARD HOURS PER DAY: 8 hours per day.

WORK YEAR: The work year begins the first weekday in July, and ends the last work day in June.

SALARY SCHEDULE & BENEFITS: The WPAC Technical Director is paid as a salaried, non-certified employee, and is eligible for benefits on the "Support Staff" benefits schedule.

REPORTS TO: The Warren Central High School Performing Arts Center Director.

SUPERVISES: N/A.

SUMMARY: The Technical Director is responsible for the technical services necessary to properly satisfy the requirements of all events at the WPAC. This includes, but is not limited to, managing requests for lighting, sound, risers, orchestra shell, orchestra pit, portable stages, etc., and for supervising work for such events. The Technical Director serves as liaison between the WPAC and the technical staff of rentals, touring companies presented by the WPAC, and MSDWT users of the facilities. The Technical Director is responsible for providing all technical staff to properly service events and for instructing this staff on all working rules and safety regulations. Additional responsibilities include the management and upkeep of all technical equipment under the WPAC's control and for maintaining specific event records of equipment used and related technical labor time sheets, vouchers, and expenses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **Serves as an educational resource for MSDWT students, staff, and administrators**
 - Works with Performing Arts Department Chair and Drama Director to develop design plans in the areas of set, lighting, sound, costumes, and props for all school performances
 - Aides in instruction of technical theater courses offered by the high school (instructional assistant)
 - Supervises Warren Central High School's Stage Crew Club activities
 - Oversees the budget and construction timeline for the sets, props, and costuming for all school plays
 - Collaborates with all members of the performing arts department and MSDWT Users to ensure all set up needs are met for performances, rehearsals, meetings, and other events
 - Hires, trains, and supervises all student employees assigned to the technical duties in the WPAC
 - Provides consulting services to other Warren Township schools and their performing arts/performance facilities, such as auditoriums, stages, and LGI rooms.

2. **Responsible for maintenance of Theater-related Facilities:**
 - Inspects house systems for OSHA compliance
 - Maintains and makes repairs to equipment and systems
 - Oversees the maintenance and cleaning of backstage, pit, storage areas, tech booths, spot bays, etc.
 - Stores, requisitions, and inventories supplies, technical equipment, rigging, lighting, flashlights, and other gear
 - Maintains inventory records
 - Replaces work lights and aisle lights as needed
 - Operates theater lighting, sound, and rigging equipment as needed

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- Evaluates the condition of soft goods and theater curtains; determines needs for repair or replacement
- Performs safety checks on all stage rigging; maintains fly and other rigging systems
- Oversees maintenance and/or operation and repair of paging systems
- Performs other duties as required

3. Administrative Functions:

- Maintains related technical labor time sheets and vouchers for all users of the facilities
- Maintains show files, equipment inventory, and safety inspections
- Assists in preparation of equipment maintenance and purchasing schedule
- Prepares accident reports and damage reports
- Coordinates with WPAC Director to ensure the facility schedule is maintained at a rate that would allow for proper technical turn-around time
- Performs other duties as required

4. Represents WPAC regarding technical needs:

- Communications with MSDWT Users, Rental Companies, and Touring Company representatives regarding labor needs and makes estimates of crew requirements
- Identifies technical requirements for mechanical, electrical, and electronic systems
- Maintains WPAC technical information packet for users
- Negotiates resolution of technical rider issues
- Assists MSDWT Users, Rental Companies, and Touring company during load-ins, runs and load-outs of shows
- Supervises load-in, preparation, and running crews as required
- Supervises in proper operation of equipment
- May act as lighting or audio designer for users
- Acts as Technical Director for user's events
- Observes safe work practices and monitors the safety practices of groups using the facilities
- May occasionally act as Stage Manager
- Performs other duties as required

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Theater Education, Technical Theater, Lighting Design, or Sound Design
- Computer skills in work processing and spreadsheet programs
- Must have the physical ability to stand, sit, walk, stoop, kneel, crouch, and climb; and to lift 50 lbs. (occasionally move 100 lbs.)
- Must be able to work to height of 100 ft
- Willingness to work evenings and weekends

KNOWLEDGE AND SKILLS

- Knowledge of supervisory practices and principles
- Knowledge of stage management principles and practices
- Knowledge of set/prop design techniques
- Knowledge of lighting design methods and the most up-to-date equipment
- Knowledge of sound design methods and the most up-to-date equipment
- Knowledge of management of materials and budgeting

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- Skill in stage production methods and techniques
- Skill in both verbal and written communication
- Demonstrated ability to work under pressure and to meet deadlines
- Demonstrated ability to organize work in an efficient manner
- Demonstrated ability to read and understand complex written material and diagrams
- Ability to plan, direct, and carry out inspection, maintenance and repair projects in theaters
- Ability to act as lighting and/or audio designer
- Ability to discuss and resolve problems
- Ability to maintain records and logs
- Ability to work independently with only general direction
- Ability to exercise initiative in recognizing projects and tasks to be addressed

PHYSICAL DEMANDS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, stoop, kneel, crouch, climb, lift 50 lbs. (occasionally move 100 lbs.), reach with hands and arms, and talk or hear. The employee must be able to work to a height of 100 feet. The employee frequently drives while performing the duties of this job. Specific vision abilities required by this job include close vision, distance vision, depth and color perception, and ability to adjust focus. The employee is regularly required to meet deadlines with severe time constraints and interact with the public and staff in addition to meeting multiple demands from several people at the same time. The employee is frequently required to work irregular or extended work hours. The employee is frequently responsible for the safety, well-being, and work output of other people.

WORK ENVIRONMENT: 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.

The noise level in the work environment is usually moderate.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirement.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

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