



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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# THEATRE DESIGNER / TECHNICAL DIRECTOR

A Classified Professional Position  
Grade 190S – Salary Schedule 40

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### A. General Statement

This is professional work at the supervisory level involved in planning, directing and implementing theatre usage, sets, lighting, sound and other operational and aesthetic aspects of College theatre events. Under direction, the position serves as theatre manager and technical advisor to faculty, staff and outside organizations that request productions and events in the College theatre. Public contact is extensive and includes faculty, staff, outside organization representatives, contractors and vendors to exchange information related to theatre facility preparation, cost estimates, timelines and required procedures. A high degree of independent judgment and creativity is required to make aesthetic and technical selections that are appropriate to the theatre production. Consequences of errors in judgment can be costly in public relations, materials, and employee time. A Theatre Designer / Technical Director can direct the work of staff and student assistants as assigned.

### B. Examples of Essential Functions

#### A Theatre Designer/Technical Director

1. exchanges information with faculty and College staff, outside organization representatives, vendors and contractors regarding operational and technical plans for plays, musicals, group meetings and a variety of other theatre events; confers with management, faculty and other staff to establish short- and long-range goals for usage of the theatre; reviews specifics of plans and designs in conjunction with theater staff; drives a motor vehicle to off-site locations to meet with group representatives and to pick up and deliver theatre supplies, equipment and production materials; reviews production cost estimates and proper invoicing with faculty and outside group representatives;
2. prepares contracts for theatre usage in conjunction with other staff;
3. directs staff and participates in scenery construction and props following detailed designs and instructions; directs and participates in rigging and hanging scenery, curtains and other props; directs the design, modification, updating and installation of theatrical sound systems and public address systems;
4. hires, trains, and directs the work of student assistants and other staff as assigned;
5. sets up and maintains a budget; monitors budget revenues and expenditures; compiles data for and prepares special and regular budget reports as required;

6. uses a database and a variety of computer software to set up and track equipment and supply usage, monitor preventative maintenance schedules, and document inventory; composes correspondence and memoranda;
7. researches and selects vendors to supply theatre equipment, supplies and materials; researches and projects costs of materials and required staffing; purchases equipment and supplies; orders, stores, documents and inventories theatre equipment, sets, props, power tools and supplies;
8. attends theatre performances to assure high quality technical productions; records musical productions as assigned; constructs sound tracks for the College drama department and outside organizations as requested; sets up microphones and speakers.

### **C. Nonessential Functions**

Perform other related duties as assigned.

### **Knowledge, Skills and Abilities**

1. Knowledge of technical theatre equipment, materials and supplies used to design and install production and event sets.  
*\*College courses; job experience.*
2. Skill in reading, interpreting and following blueprints and other technical drawings.  
*\*College courses; job experience*
3. Skill in respectful and sensitive communication with people who are diverse in their cultures, language groups and abilities.  
*\*Job experience; life experience.*
4. Skill in oral communication, including giving clear and concise instructions.  
*\*Job experience; college courses.*
5. Skill in setting up and maintaining equipment and supply inventories and preventative maintenance records.  
*\*Job experience; special training.*
6. Skill in use of a database and a variety of computer software to set up and maintain detailed files, and retrieve data for reports.  
*\*College courses; special courses.*
7. Skill in creating theatre set designs and props following original ideas and concepts of others.  
*\*College courses; job experience.*
8. Skill in written communication.  
*\*College courses; special courses.*
9. Skill in working effectively as part of a customer service team.  
*\*Job experience; life experience.*

### **E. Physical/Other Requirements**

This classification requires attention to detail; active listening; good memory; persuasive communication; negotiation; oral communication, including public speaking; manual dexterity; design conceptualization; reaching overhead, pulling, pushing, kneeling, bending, crawling; exposure to dust; work in small enclosed areas; climbing ladders; moving objects of moderate weight; tact, patience and sensitivity; flexibility and adaptability; multi-tasking effectively under deadline pressure; and driving a motor vehicle to off-site

Theatre Design / Technical Director  
locations in order to perform the essential functions.

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**F. Education and Experience**

This classification requires a combination of education and experience equivalent to a Bachelor's degree in Theatre Arts or a closely related field; and successful work experience of increasing responsibility in technical theatre that has included selecting, training and directing the work of others; set design and construction; stage production and direction; theatrical plant operations; extensive public contact with people of diverse cultures, language groups and abilities; use of a variety of computer software to set up and track inventory, documentation and other data; demonstrated skill in oral communication, including giving clear and concise instructions; written communication. Possession of a valid California Driver's License and the ability to drive a motor vehicle to off-site locations are required.

(6/2015)