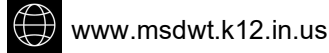


Washington Township Schools

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The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

JOB DETAILS

Job Title	Technical Theater Teacher/Director/Stage Manager
Qualifications Profile (Licensure)	This position requires a valid and active license issued by the Indiana Department of Education
Education	Candidates must document successful attainment of degrees required for licensure in the state of Indiana
Location	North Central High School
Position Start Date	Immediately
Work Schedule	Full-Time
Calendar Length	185 day contract
FLSA Classification	Contract salary, Exempt
Salary/Hourly Rate	BS 0 years experience=\$51,000, MS 0 years experience=\$52,000 with additional for compensation for years of experience
Benefits	Benefits are effective 1 st of the month following the first day of employment. Additional benefits information can be found at https://www.msdwt.k12.in.us/benefits

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

- Prepare and maintain the master calendar of events for performance spaces, ensuring clear communication with the Performing Arts Chair and the administrative assistant responsible for building calendars.
- Demonstrate knowledge and skills in organizing, maintaining, and managing facilities for the performing arts, including experience in stage management, lighting, scenery, sound, and all technical aspects of live theater.

- Develop and implement performing arts productions that address safety issues for personnel and equipment.
- Manage house and stage crews for school and community events, providing technical assistance as needed.
- Instruct students in various aspects of technical theater, including lighting design, set design/construction, and sound design.
- Contract necessary repairs and maintenance, supervising contractors as needed.
- Perform repairs and maintenance and ensure all regular inspections (e.g., rigging, fire) are conducted to keep the facility up to code.
- Serve as the lead technical director for all NCHS productions and performances.
- Teach courses in beginning and advanced technical theater, scene design, and sponsor the extracurricular stage crew club.
- Complete all required paperwork, including inventory, equipment repair records, report cards, attendance, and purchase orders.
- Meet expectations outlined in the regular high school teacher job description.
- Supervise all technical aspects of concerts, recitals, and productions, demonstrating strong carpentry skills and the ability to instruct students in all aspects of set construction.
- Maintain timely and professional communication with parents and colleagues.
- A valid teacher's license is preferred but not required.
- Perform other duties as assigned by the Department Chair.

Essential Functions

Technical Theatre Teacher

Curricular Day: Class Overview The curriculum encompasses a blend of three key components at both beginning and advanced levels:

1. Skill and Knowledge Development
2. Facility Maintenance and Upkeep
3. Event Preparation and Execution

Non-Class Time Responsibilities Dedicated to maintenance, scheduling, organization, and repair/upkeep.

Additional Duties

Technical Theatre Director/Stage Manager

Auditorium Manager Role Overview The Auditorium Manager is responsible for the effective operation, maintenance, and supervision of our school performance spaces. This role may extend to assist other areas as requested by performing groups or administration. The manager ensures that facilities are safe, functional, and efficiently utilized for various school events and activities. This position requires an organized, positive, flexible, and problem-solving mindset.

Event Coordination & Technical Support Across Five Areas:

1. Band Events
2. Choir Events
3. Orchestra Events
4. NC/MSDWT Events

5. Theatre Events/Productions

Responsibilities:

- Collaborate with the Theatre Arts Director to ensure tech students are informed of all schedules, expectations, and overall plans.
- Submit all invoices to the Theatre Arts Director promptly for payment.
- Maintain, organize, and oversee performance spaces, including the scene shop, storage areas, dressing rooms, props, and the prop room.

Collaboration with the Theatre Arts Director:

- Work together to provide sets, sound, lights, props, and other essential items for all theatre productions.
- Operate within the budget allocated by the Theatre Arts Director.
- Establish a mutually agreed-upon timeframe/schedule for gathering necessary information to execute each production successfully, covering all aspects such as set, props, sound, and lights.

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Qualifications Profile (Licensure)

This position requires a valid and active license issued by the Indiana Department of Education

Education

Candidates must document successful attainment of degrees required for licensure in the state of Indiana

Experience

PHYSICAL REQUIREMENT	PERCENT OF TIME
	Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Very Frequent

PHYSICAL REQUIREMENT	PERCENT OF TIME
	Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to carry 50 pounds	Occasional
Amount to lift 25 pounds	Often
Amount of force to push/pull up to 50pounds	Occasional
Ability to work at a desk, conference table or in meetings of various configurations	Often
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Very Frequent
Climbing	Often
Overhead work	Often

CONTACT INFORMATION

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The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.