



## JOB DESCRIPTION

### Technical Director of the Performing Arts Center

<b>DEPARTMENT:</b> Operations	<b>SCHEDULE:</b> 117
<b>REPORTS TO:</b> Director of the Performing Arts Center	<b>WORKDAYS:</b> 245
<b>CLASSIFICATION:</b> Classified	<b>FLSA STATUS:</b> Exempt
<b>PCS CODE:</b> 27	<b>DATE:</b> August 2025

**Our Mission:** In partnership with our community, we empower students to discover their potential and prepare for a successful future.

**Our Core Values:** Belonging, Learning, Continuous Improvement and Joy

**Our Vision:** Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

#### POSITION SUMMARY

Under general supervision, provides professional expertise and support for all audio-visual and multimedia requirements of staff, students, and external customers at the Richland Two Performing Arts Center (PAC). Designs customized technical systems for all types of events, including educational and theatrical formats. Develops creative solutions that integrate artistic and technical elements to enhance performances. Oversees the installation, repair, and maintenance of technical systems at the Performing Arts Center.

#### MINIMUM REQUIREMENTS

**Education:**

Bachelor's Degree in Theater Design, Digital Media Arts, or a related creative field preferred.

**Certification/License:**

Must possess a valid South Carolina driver's license or government issued picture ID.

**Work Experience:**

One (1) to three (3) years of experience in the installation, maintenance, and troubleshooting of various technical systems used in live productions, meetings, or similar environments; supervisory experience preferred; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated knowledge of set design principles, including but not limited to visual composition, spatial relationships, and multimedia solutions to support the goals of productions and events utilizing District venues.
- In-depth knowledge of all technical aspects of theater production, including but not limited to lighting, sound, rigging, set construction, video, etc., and their integration into productions. Proficiency with industry-standard software and troubleshooting techniques. Up-to-date knowledge of current and emerging technologies to provide effective consultation and communication to customers of the PAC.
- Knowledge of state and federal laws, guidelines, and OSHA compliance requirements applicable to the position.
- Knowledge of District policies, safety protocols, and security procedures relevant to the position.
- Proficient skills in integrating appropriate technology into productions. Proficient skills with digital design and production tools that meet current industry standards, lighting design programs, and audio editing suites.
- Ability to devise technical solutions to creative challenges, including adapting technology to achieve artistic effects.
- Ability to install hardware and maintain equipment required for productions.
- Excellent interpersonal, customer service, and communication skills to interact with diverse groups in oral and written form. Proficient skills in business English; proficiency in preparing reports, correspondence, presentations, technical manuals, and other documents. Ability to articulate technical solutions clearly to directors, designers, crew, and performers.
- Strong project and event management skills; ability to coordinate multiple events, projects, and priorities to meet deadlines while maintaining attention to detail.
- Ability to implement effective leadership principles to ensure effective collaboration between staff and PAC customers. Ability to delegate authority while maintaining accountability.
- Ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions. Ability to use independent judgment and discretion in directing and proactively managing work activities within the scope of authority.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties and supervising staff.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations in a professional and appropriate fashion.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

## **ESSENTIAL DUTIES**

- Designs and oversees the technical aspects of productions and events at the Performing Arts Center, including lighting, sound, and set design.
- Establishes and maintains effective and cooperative working relationships with internal and external customers to ensure the successful operation of meetings and performances. Represents the Performing Arts Center at various meetings, as requested by the supervisor.
- Anticipates technical needs, manages resources, and ensures that productions align with customer objectives and operational constraints.
- Collaborates with the District AV and the R2i2 Conference Center staff; assists with technical support for other District venues as requested.

- Observes and complies with federal, state, and local electrical and safety codes; assists in executing prudent safety policies and procedures; maintains the safety of others; and recommends precautionary actions if necessary.
- Installs, maintains, and repairs technical systems for productions, including but not limited to computer programs, video cameras and recorders, theatrical lighting, video projection systems, audio systems, and related equipment. Operates the lighting board, runs the sound system, and serves as the stage manager for PAC performances. Performs routine preventive maintenance and repairs as needed.
- Maintains accurate inventories of assigned production equipment, supplies, and software. Develops and maintains accurate records and reports related to inspections, installations, maintenance, work orders, etc., of all equipment and systems. Researches, recommends, and implements internal controls and improvements to procedures and systems as appropriate.
- Supervises assigned Performing Arts Center staff, including technicians and front of house temporary employees. Reviews the work of assigned staff for completeness and accuracy; evaluates and makes recommendations as appropriate; offers additional training, advice, and assistance as needed.
- Provides training for District staff, volunteers, and student assistants in the integration of technical components with productions.
- Assists in the content generation for digital signage systems at the PAC. Identifies and resolves issues with the signage system following established procedures.
- Stays abreast of current trends and advances in technical equipment and technology to ensure optimal productivity and cost-effectiveness of equipment purchases.
- Provides for his/her own professional growth through an ongoing program of reading, seminars, conferences, and/or course work.
- Displays the highest standards for ethical and professional behavior while collaborating with school personnel, District staff, student assistants, vendors, and other parties.
- Adheres to the highest standards of confidentiality concerning sensitive matters.
- Serves as a role model for others; dresses professionally and appropriately for the position; willingly accepts responsibility; and demonstrates pride in the public education profession.
- Demonstrates prompt, regular attendance and is available to work in-person during normal business hours. Available for after-hours events during evenings and weekends on a regular basis.
- Willingly performs other duties as assigned by the supervisor.

## PHYSICAL ABILITIES AND WORKING CONDITIONS

**Vision:** Ability to read small print and view computer screens/audio-visual monitors for prolonged periods of time.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

**Upper Body Mobility:** Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh twenty-five (25) or more pounds on a frequent basis.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

**Additional Work Conditions and Physical Abilities:**

Physical demands involve frequent climbing, balancing, stooping, kneeling, crouching, crawling, extensive walking, and standing for long periods of time. After-hours work, including evenings and weekends, is required on a regular basis. Reliable transportation required.

***Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserve the right to modify, add, or remove duties and assign other duties as necessary.***