Dowling Catholic High School
POSITION: Technical Director

JOB ACCOUNTABILITIES
- Operates, maintains and safeguards the technical assets of the theatre, including supervising the use of lighting, sound, communications equipment, and teaching students the proper use and maintenance of stage facilities for theatrical productions.
- Determines the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for performances presented at the facility in advance of production dates.
- Designs, sets up, maintains, and operates lighting and sound systems for theatre productions. Designs production sets.
- Advises production managers, lighting and sound designers, on the technical specifications, costs and usage of technical equipment required for the individual show, and supervises the implementations of approved technical designs.
- Supervises, assists and educates students and other volunteers with set and stage construction and management.
- Assists in recruiting, training and assignment of student technical staff for individual shows.
- Monitors the condition of equipment including lighting, sound, and rigging equipment; in consultation with director and maintenance department arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment.
- Maintains inventory and orders specialized supplies.
- Attends technical Week rehearsals, in order to supervise and assist students in the technical aspects of the mounting the show.
- Makes recommendations to director and maintenance department regarding capital purchases of technical equipment.

HIRING QUALIFICATIONS
- A working knowledge of all aspects of the theatre – production and technical as well as performance.
- Strong organizational, budgeting, and staffing skills.
- Effective communication skills – written, oral, and visual.
- Strong computer skills. Knowledge of Microsoft Office and CAD.
- Ability to work productively under severe time pressures and meet deadlines.
- Ability to run large crews with various skill sets.
- A working knowledge of scenery and structural design, rigging, engineering, and construction process and styles, elements and practices – i.e. proscenium, thrust, arena, black box; wood, metal, plastic, adhesives; construction, painting, purchasing, etc.
- Knowledge of mechanical physics, fundamental electricity, modern construction practices and materials, and stage crafts including rigging, lighting, and stage carpentry.
- Use power and hand tools accurately and effectively.
- Bachelor’s Degree in Theatre Arts, college student currently pursuing a major in Theatre Arts, or equivalent working experience.

Physical Demands:
- Must have the ability to lift and carry up to 50 pounds.
- Must be able to perform physical activities such as, but not limited to, lifting, bending, standing, climbing, and/or walking