

## **Expectations and duties of the Technical Director:**

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**JOB TITLE:** Spring Play Technical Director

**APPOINTMENT:** Sponsors shall be appointed annually upon the recommendation of the Principal to the Superintendent.

**PRIMARY SUPERVISOR:** Student Activities Director, Asst. Student Activities Director, Asst. Principal of Student Activities, Building Principal.

### **QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates required by law for the specified position when applicable.

### **PHYSICAL QUALIFICATIONS:**

Shall have the ability to sit, stoop, and possibly lift up to 50 pounds or more, any and all body movements related to the job description.

### **JOB GOAL:**

To provide all students with the opportunity to participate in the educational and occupational opportunities available; to follow the policies and regulations established by the school district.

### **GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall present a positive image of the school to parents and convey to them the school's genuine concern with the education, growth and development of each student.
2. Shall seek to establish friendly and cooperative partnerships between home and school.
3. Shall work to develop a positive public relationship between the school district and the community.
4. Shall carry out assignments in a timely manner without undue checking.

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5. Shall react positively to directives.
6. Shall have a willingness to cooperate with the Superintendent, District Administrators, Building Administrators, Activities Director and Staff.
7. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
8. Shall take necessary precautions to protect students, equipment, materials and facilities.
9. Shall understand, model and implement the board policy code of ethics to all students and fellow colleagues.
10. Shall adhere to School Board of Education Policies and Procedures.

## **SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Maintain financial records and be financially responsible for the actions of the activity (all activities are self-funded)
2. Keep up to date with all paperwork required from the student activity office
3. Maintain a list of active students with the designated individual for eligibility
4. Plan and supervise all meetings, events, performances, and contests until all students are dismissed
5. Hold tech rehearsals for the performance to create lighting, sound, and set design for the performance
6. Manage the technical production schedule for the performance
7. Work collaboratively with director to ensure all elements of the performance are prepared and developed for the competitive performance
8. Complete end of the year packet and meet with the student activity director at the conclusion of each school year
9. Organize transportation to events ahead of schedule if necessary
10. Participate with school events when needed including membership drives
11. Maintain a core group of students to create a competitive performance
12. Keep a log of attendance and brief agendas from all meetings
13. See the following expectations:

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-The Technical Director needs to create a set design. In consultation with the director, they create a drawing/model/drafting of what all pieces of the set will look like on stage which includes specific dimensions so that it can be taped out on the stage for rehearsal.

-The TD must be able to design and build any necessary scenic elements for the show, including creating a cut list so they know what materials need to be purchased

-The TD must identify and purchase all necessary materials such as lumber, screws, tools, paint, etc. needed for the set.

-The TD must train and supervise a student crew to safely complete the tasks necessary to build and paint the set. That has traditionally been done after school from 3:30-4:30 on some days and 3:30-5:30 on others (depending on buses) with occasional Saturday practices as well.

-The TD must maintain a budget of all money, get administrators' written approval to purchase items and receive reimbursements. Follow purchasing protocol. Document what was spent on the show and receipts to document those expenses and get reimbursement if appropriate.

-The TD must train and supervise a student crew to fulfill all the necessary roles for the successful run of the show including stage manager, board operators, backstage crew, etc.

-The TD (and crew) must adjust the focus and gels of existing lighting instruments as needed for the show; they should also inform the Theatre Manager of any burned-out lamps so they can be replaced

-The TD (and crew) must program the light board and set light cues as needed for the show

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-The TD (and crew) must set up the microphones, patch them into the board and ensure they are operating properly as needed for the show

-The TD must troubleshoot any technical issues that arise during the dress rehearsals and performances

-The TD (and crew) must strike and remove the set and return the PAC to the condition it was prior to the show starting no later than 3 school days after the final performance of the show

-Every club sponsor must host/facilitate two school wide events. This includes advertising to the mass of students and staff.