

<b>POSITION TITLE</b>	Theater Technical Director
<b>WORK LOCATION</b>	Sitka Performing Arts Center and Odess Theater (SFAC Campus)
<b>REPORTS TO</b>	Executive Director
<b>FLSA STATUS</b>	Exempt
<b>EMPLOYMENT CATEGORY</b>	Regular, full-time

**SUMMARY**

The Theater Technical Director works under the supervision of the Executive Director and manages the technical theater needs of the Sitka Fine Arts Camp, which includes managing two theaters: the Sitka Performing Arts Center (PAC) and Odess Theater.

***The goal of the Theater Technical Director is to maintain the PAC and Odess Theater as vibrant performance spaces that serve our school district and community. The Theater Technical Director must have the skills, experience, drive, and enthusiasm for developing the strongest theater spaces measured by community involvement, student learning, and number and diversity of audience attending shows.***

The Sitka Performing Arts Center (PAC) is a 600-seat, state of the art theater owned by the Sitka School District that is shared with community arts organizations. The Sitka Fine Arts Camp manages the PAC under contract. The mission of the PAC is to provide a vibrant performance venue enriching arts in Sitka by providing high quality performance opportunities for our youth, as well as hosting a series of national-level performing groups that draw a diverse audience to the facility.

The Odess Theater is a 300-seat theater in the National Register of Historical Landmarks. It is owned by the Sitka Fine Arts Camp. For our summer camps, it is used nightly for *Art Share* performances as well as being used as a classroom space to teach theater production. During the year, it is the resident home of our Young Performers Theater (“YPT”) and Dance. It is also rented out for a variety of uses including shows, dinner parties, conferences, weddings, etc.

**ESSENTIAL DUTIES**

- Supervise SFAC staff and volunteers, including scheduling, work assignments, performance, and job safety. Responsibilities include but are not limited to interviewing and training employees; planning, assigning, and directing employee work; appraising employee performance; rewarding and disciplining employees; budgeting and planning, resolving rental user and patron complaints. The Theater Technical Director will carry out supervisory responsibilities in accordance with Alaska Arts Southeast policies and procedures and applicable laws.

- Maintain theaters as safe, clean, welcoming environments.
- Work closely and cooperatively with Sitka School District Staff on scheduling and use of the PAC.
- Run technical production of shows and events including SFAC productions (YPT, etc.) as well as school and community events.
- Manage equipment including inventorying and maintaining assets, building training manuals, and troubleshooting equipment problems.
- Teach technical theater production during the year through our YPT program and in the summer as part of the Sitka Fine Arts Camp.
- Develop, train, work with and retain volunteer pool.
- Manage summer technical production staff.
- Requires managing a flexible schedule that will include weekends, holidays, extended work hours and working evenings/nights.

### **MINIMUM QUALIFICATIONS**

- Degree or equivalent experience in technical theater production
- A minimum of three to five years of professional experience in live performance production with a theatre or performing arts organization
- Skills/experience to run theater audio/sound, lighting, rigging, set design, and video
- Skills/experience to run and troubleshoot digital and other technology used for facility systems
- History of safety success in theater operations (safety of people, safety of equipment, safety of facility)
- Reliable transportation or access to same

### **REQUIRED COMPETENCIES**

- Must demonstrate ability to problem solve and to handle varied projects simultaneously under tight deadlines
- Strong interpersonal skills, customer service skills
- Basic First Aid administration
- Self-motivated
- Meticulous and detail-oriented, particularly in stressful and time-sensitive situations
- Able to read and interpret technical manuals and apply information to the work environment
- Able to use MS Word or equivalent program to document, in writing, training manuals and operational procedures
- Enjoys working with youth; able to teach and train all ages in theater production
- Ability to work with and motivate volunteers in theater production
- Ability to work well with others and to work well alone without direct supervision
- Ability to develop volunteer pool from our community interested in helping run shows
- Ability to make facility into an educational resource for school and community

- Ethics: Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
- Ability to manage equipment, including inventorying and maintaining assets
- “People First” mindset: People must have a positive experience at the PAC and at Odess Theater. We must see it as our house and welcome people as honored guests. Performers, audience, partner presenters are our guests. We honor our guests by making all people feel welcome in all our spaces. People should feel that it is our pleasure to have them there; that it is our pleasure to serve them and to give them the best experience possible.

## **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand, walk and climb or balance. The employee is occasionally required to stoop, kneel or crouch. The employee will occasionally be required to work at heights and in confined spaces. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception. The employee may be exposed to outside harsh weather conditions, including rain, snow, ice, sleet, freezing temperatures, and slippery surfaces. The noise level in the work environment ranges from moderate to loud. The employee will regularly use the telephone, radio, computer, and a headset to communicate.

## **DISCLAIMER**

The above is not intended to list all possible essential functions or requirements as they are subject to change. The employer reserves the right to revise or change this description. This description does not constitute a written or implied contract of employment. Salaried, exempt positions may require varying amounts of time to accomplish the assigned duties, including time spent outside of the normal business hours for which compensation is included in base pay. To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential duties and meet the physical demands. Reasonable accommodations may be made to enable individuals with disabilities to meet these requirements.