Position Description

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position: Technical Director/Production Manager, Wachovia Theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>Core Hours: Full-time; 40 hours per week, additional time may be needed for events in the evening or on weekends</td>
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<tr>
<td>Department:</td>
<td>Division: Academic Affairs</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>FLSA Exemption Test:</td>
</tr>
<tr>
<td>Position Type:</td>
<td>Background Checks:</td>
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GENERAL DUTIES
Albright College’s theatre department embraces the liberal arts tradition and supports the college’s interdisciplinary mission through the production of four or five main stage, annual productions. Productions are also entered into the Kennedy Center American College Theatre Festival (KCACTF), which may entail one show traveling to the annual regional conference. The successful candidate will actively participate in this season, support additional co-curricular student projects, and facilitate all approved use of the Wachovia Theatre. The Technical Director/Production Manager (TD/PM) implements all scenic, lighting, and audio aspects of the departmental productions, governs and facilitates the use of theatre performance spaces by on and off-campus groups, serves as Scene Shop Foreman and Master Electrician for all department productions, insures proper maintenance of all theatrical equipment and systems, proposes and manages operating and capital budgets, and purchases, assigns and trains all production crews, including supervision of student workers. The ideal candidate will have a desire to work with and mentor undergraduate students, possess technical knowledge of all aspects of theatre, including carpentry, electrics, audio, properties, drafting, rigging and theatrical production software. The ideal candidate will possess strong organizational, communication, and problem-solving skills, as well as the ability to work with a collaborative and diverse department. A preference will be given to applicants with advanced degrees and the potential ability to teach Introduction to Theatre Technology, Project Management, or other courses developed in accord with the candidate’s area of expertise. Candidates with design skills may have opportunities to design in the season.

ESSENTIAL JOB FUNCTIONS
1. Mentors, trains, schedules and supervises student crew personnel, both paid and unpaid.
2. In collaboration with the Theatre Department’s faculty and guest designers, the TD/PM is responsible for constructing and installing scenery and installing and programming electrics.

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(lighting and sound) for all Domino Players’ productions. Occasionally the TD/PM will work on transporting and remounting of the productions at alternate venues (e.g. KC ACTF).
3. In collaboration with faculty and designers, the TD/PM sets and manages production budgets, and contributes to capital budget requests and planning.
4. Required to supervise or assist with some surface treatments, such as base painting and foundation work for Domino Players’ scenery as well as repainting the stage floor between productions.
5. Runs and maintains the scene shop in a safe and organized manner, ensuring that all shop equipment and tools are in good working order and safely returned after each use.
6. Provides technical and production support for other theatre projects as assigned, including student theses and rentals/use of Wachovia Theatre by other College and non-college users.
7. Working with Facilities staff, ensures ongoing general maintenance of the Wachovia Theatre, replacing light bulbs and ceiling tiles, repair seats, etc.
8. Works with the CFA Secretary to ensure that work orders are placed with Facilities for large-scale set-up and tear-down for events.
9. Works with the CFA Director and student House Managers to ensure that Theatre is clean and presentable at all times.
10. Enters requests in the scheduling system (currently SchoolDude) to reserve time in the theatre for performances, rehearsals and construction/strikes of sets, hanging of lights, etc.
11. Acts as the liaison for the Theatre Department to the CFA Director, relaying information about upcoming productions in a timely basis so that the Box Office can adequately relay information to patrons and the CFA Director can submit requests for marketing materials.
12. Works with the CFA Director to develop, implement, and enforce policies related to access and use of the Wachovia Theatre and its related spaces (Workshop, Green Room, Dressing Rooms)
13. Performs a variety of related functions as assigned.

OTHER ESSENTIAL JOB FUNCTIONS
1. Demonstrates ability to look for inefficiencies and offers suggestions to improve work processes and procedures;
2. Attends professional conferences and conducts site visits to other theatres to keep current with skills and trends;
3. Maintains open communication channels to foster a harmonious working environment;
4. Assists on special projects within the CFA as needed and as time allows;
5. Other duties that may be assigned.

PHYSICAL DEMANDS
The physical demands described below 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 handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, occasionally crouch, or crawl. The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this job include

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close vision, peripheral vision, and ability to adjust focus. Use of hydraulic lift and ladders at heights of up to 20 feet required.

<table>
<thead>
<tr>
<th>OCCASIONALLY-0-35% OF TIME</th>
<th>FREQUENTLY-36-74% OF TIME</th>
<th>CONSTANTLY-75% OF TIME</th>
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<tbody>
<tr>
<td>Sit</td>
<td>Stand</td>
<td></td>
</tr>
<tr>
<td>Lift/Carry/Push/Pull 0-10 lbs.</td>
<td>Walk</td>
<td></td>
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<tr>
<td>Drive</td>
<td>Reach</td>
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<tr>
<td></td>
<td>Bend</td>
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<tr>
<td></td>
<td>Climb</td>
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<td></td>
<td>Crawl</td>
<td></td>
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<tr>
<td></td>
<td>Squat</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lift/Carry/Push/Pull 11-80 lbs.</td>
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**WORKING CONDITIONS**

1. Technical, with focus on scenic production and electrics for events in Wachovia Theatre;
2. Seasonal tasks may include cleaning and organizing workshop and storage spaces, with frequent exposure to solvents, paints and power tools;

**QUALIFICATIONS / PREREQUISITES**

1. **COMMUNICATION**
   a. Ability to effectively and professionally communicate with various constituents of the College: students, faculty, staff, administrators, co-workers, and guests;
   b. Communication must be professional, consistent with College values, mission and culture;
   c. Must be able to read, speak, write, and fully communicate professionally in English.

2. **SKILLS**
   a. Ability to read, analyze, and interpret directives and instructions.
   b. Ability to acquire working knowledge of College policies and procedures.
   c. Ability to work honestly and with integrity.
   d. Strong and demonstrated proficiency in MS Office applications (i.e.: Word, Outlook, Office 365, PowerPoint, etc.).
   e. Strong and demonstrated proficiency in budget management and reconciliation.
   f. Ability to read and create construction drawings using VectorWorks, AutoCAD or similar.
   g. Ability to work in a team environment as both a project leader and team member when applicable.
   h. Ability to supervise, motivate, mentor and evaluate student workers and volunteers.
   i. Self-starter with the ability to meet deadlines and work within budget parameters.
   j. Advanced experience with scenic construction and carpentry techniques preferred.
   k. Ability to hang and focus standard lighting equipment for theatrical productions and lighting or A/V equipment for gallery exhibitions.
   l. Ability to program and run an ETC Ion board for theatrical productions required.

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m. Advanced knowledge of power tools required as related to scenic carpentry.

n. Functional understand of industry safety standards for theatrical rigging.

o. Ability to properly set-up and operate A/V equipment required, including operational understanding of audio mixing, recording and live-system set-up preferred.

p. Excellent attention to detail and accuracy.

q. Ability to represent the department and College professionally.

r. Strong interpersonal skills.

s. Strong organizational skills.

t. Demonstrated written and verbal communication skills.

u. Ability to work in changing environment and successfully handle multiple tasks.

v. Dedication to creating/sustaining an inclusive, diverse, multicultural environment.

w. Exceptional customer service skills.

x. Ability to establish and maintain effective working relationships.

y. Sense of humor

3. EMPLOYMENT EXPERIENCE

   a. 2-3 years experience in technical theatre required.

   b. 1-2 years experience supervising staff or students required.

   c. Prior teaching experience in higher education setting preferred.

4. EDUCATION

   a. BA in technical theatre or related field required.

   b. MA or MFA in technical theatre or related field preferred.

5. ADDITIONAL REQUIREMENTS

   a. Current/valid driver’s license.

This job description is intended to describe the general nature and level of work performed by people assigned to this classification. It reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

<table>
<thead>
<tr>
<th>Incumbent</th>
<th>Date</th>
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<tbody>
<tr>
<td>Supervisor</td>
<td>Date</td>
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<tr>
<td>Vice President</td>
<td>Date</td>
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<tr>
<td>Classification Analyst</td>
<td>Date</td>
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