

## THEATER DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the overall management and operation of a school district theater. The incumbent participates in all phases of theater productions, including use of theater equipment and technology such as lighting and sound systems, scheduling of all performances and oversight of all construction and renovation projects in the theater. The incumbent will have contact with administrators, teachers, school district staff, students, contractors, and the general public. Supervision is exercised over the students assisting in the building of sets for theater productions and handling of theater equipment. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Manages and oversees the district's performing arts spaces and technology, including but not limited to scheduling of all performing arts productions, school district and external performances and events, and collaborating with department technical personnel to coordinate audio visual support;

Advises administrators on equipment requirements for various productions and projects;

Functions as technical director for the high school theater program;

Operates computer lighting systems and professional sound systems for theater performances;

Serves as contact person for all school district performance space;

Advises and assists all outside groups seeking to use the theater;

Coordinates the usage of the theater to ensure all appropriate requests can be accommodated and maintains calendar of events scheduled for the theater;

Maintains record of theater usage and prepares special reports as required;

Acts as the liaison between the school district and outside contractors and agencies on all construction and renovation projects for all district performance space;

Collaborates with the Director of Performing Arts on requests for the use of facilities;

Supervises and instructs students in the use of theater equipment and technology;

Maintains operating and maintenance records of all assigned equipment and ensures that theater equipment is properly maintained, serviced and repaired;

Conducts inventories and maintains inventory records on all assigned equipment;

Assists in the building of sets for all theater productions in the district;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of computerized theater lighting systems and professional sound systems; good knowledge of the specialized lighting and sound systems used in the theater; good knowledge of office management; good knowledge of the operation and maintenance of theater facilities and equipment; ability to communicate ideas clearly and effectively to individuals and groups, both orally and in writing; ability to schedule, plan, assign, and supervise the work of subordinates; ability to use innovative and effective methods relating to theatrical production; ability to develop and maintain good personnel and community relations; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; good interpersonal skills; initiative; creativity; accuracy; tact; courtesy; good judgment; reliability; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: An Associate's Degree\* and two (2) years of experience in which the primary function of the position is in the operation or management of a theatrical production, and/or installation and maintenance of theater set lighting and sound systems.

SUBSTITUTION: Satisfactory completion of 30 college credits\* in Theater Production, Theater Arts Management, Arts Administration, or a closely related field may substitute for one (1) year of the work experience as described above.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.