Rabun Gap-Nacoochee School  
Job Title: Full-time Technical Theatre Director  
Reports To: Head of Fine and Performing Arts Department  
FLSA Status: Exempt  

Position Overview: The primary responsibility of full-time Technical Theatre Director is to oversee the theatre facility, manage the backstage aspects of productions and to provide administrative support for all theatre activities. All faculty are expected to understand and promote the mission, standards, and policies of the School.

Key Responsibilities:
- Provide quality classroom instruction for up to three classes under the guidance of the appropriate department chair and the Head of Upper School.
- Lead design and construction all technical aspects of each performing arts production, including *Cirque*, One Act, Musical, and other productions.
- Communicate with students and their parents regarding ongoing performances, building trust and ensuring student growth and learning.
- Sponsor, lead and/or support assigned after school activities that support the ongoing production cycle.

Facility Management:
- Provide technical direction over all theatre systems including lighting, projection, rigging, costumes, props and front house procedures with an emphasis on safety;
- Assure routine maintenance and repairs to the building and theatre systems including reporting all issues to the maintenance department and/or supervisor;
- Maintain public auditorium fire codes;
- Assure quarterly and annual inspections of all systems per safety codes and operational standards for American Theatres.

Production Management:
- Provide instruction, training and supervision to student assistants, employees and community groups in technical theatre practices;
- Supervise and provide technical assistance to all theatre users during rehearsals and performances to insure that all systems are used by trained individuals in accordance with safety standards;
- Prepare and/or oversee the preparation of detailed sketches necessary for the construction, materials and equipment for production scenery, props and lighting.

Administrative Management:
- Maintain a current logistics calendar for A&T spaces;
- Assure comprehensive written and verbal communication necessary to provide optimal use of the facility and equipment;
- Review and update written theatre goals, procedures, rules and policies to allow for fair and equitable use by school and community users;

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- Addresses complaints and concerns from theatre users;
- Maintains an equipment inventory and assure that service contracts and replacement schedules are in place;
- Advises supervisor of equipment and facility needs; and
- Perform other duties as assigned.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A bachelor’s degree; master’s degree or equivalent work experience preferred in a technical theatre or related field.
- Demonstrated knowledge of subjects taught, backed by a love of learning evident in daily practice.
- Ability to manage a variety of programs and activities simultaneously and support a spirit of teamwork among individuals pursuing common goals.
- Demonstrated ability to communicate clearly, orally and in writing, necessary for active participation in an educational community.
- Strong interpersonal skills and an unflappable “solutions-oriented” professionalism.
- Ability to project an image of professional competence and credibility in representing Rabun Gap-Nacoochee School.
- A strong commitment to the principles of teamwork and shared responsibility for success.

Physical Demands:
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.

The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, or crouch. The employee is occasionally required to use hands to finger, handle, or feel, and climb or balance. The employee must frequently lift and/or move up to 30 pounds and should be comfortable with heights.

The employee must be flexible in the ability to work more than eight hours in a day or 40 hours in a week as necessary to complete duties and/or be available for parent or vendor conversations and consultations.

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