



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Director of Theatre Technical
POSITION NO.	501353
LOCATION	Warwick
REPORTS TO	Professor
GRADE	PSA 11
WORK SCHEDULE	Calendar year work schedule. 35 hours per week. Hours flexible according to production and laboratory schedules.
SUPERVISION	Supervise student help
REVISION DATE	April 2012

JOB SUMMARY:

To assist faculty involved with theatre courses and production work with all technical aspects of the theatre and music programs.

DUTIES AND RESPONSIBILITIES:

- During course laboratories, instruct students in the proper use of equipment and tools, as well as the accepted techniques for set construction, lighting, properties, etc.
- Supervise students and student workers in the scene shop, theatre and overhead catwalk area. Ensure standard practices of hanging lighting units, reading lighting plots and instructing in circulating cable and basic programing.
- In cooperation with the designer/teacher, supervise all technical aspects of scene construction and operation at all campuses, including lighting and sound equipment, safe rigging of overhead flying scenery, lighting and sound equipment.
- Assist departmental staff in use of theatre facilities.
- Supervise and maintain production facilities, including equipment and inventory. File necessary hazardous materials reports with College agency.
- Build or procure props from other institutions, theatres, yard sales, etc.
- Keep abreast of progress and developments in the field of Technical Theatre.
- In the event of shortage of skilled workers, build and install scenery, light and sound equipment as needed.
- Create and enforce safety protocols for the over-head work in the catwalks, safe use of tools, shop maintenance and safety equipment.
- Create construction drawings from designer-provided deign and drawings using industry-standard software platforms
- Create improvement projects with facilities including working with contractors for equipment specifications
- Determine show costs, budgets, rental and hiring need of outside contractors as needed for each production.
- Coordinate transportation for scenery and equipment from campus to campus for various productions.
- Provide advice for adjacent programs (music and opera) regarding the execution of their production.
- Provide lighting for Music Program productions including, but no limited too, recitals, performances and musicals.

LICENSES, TOOLS, AND EQUIPMENT:

- Various hand tools such as hammers, mallets, chisels, saws, wrenches, screwdrivers, etc.
- Various power tools such as table saws, tack guns, propane torches, sanders, etc.
- Lighting control board, digital lighting equipment (ETC Control Systems), digital audio equipment, (ex. Digital mixers) dimmers, lighting instruments, amplifiers, speakers, microphones, projectors.
- Drafting experience, and experience using QLab, SFX, Dante, etc.
- Personal computers and related software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree with emphasis in technical theatre required.
- Considerable practical experience in set design and construction, lighting design and set-up, theatre sound, property and furniture construction, computer applications, and personnel supervision essential.
- Strong communication and teaching skills required.
- Experience in working in non-traditional theatre spaces is also vital.

PREFERRED QUALIFICATIONS:

- Master's degree preferred.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.