Title: Technical Theatre Specialist

Pay Scale Group: 14

Essential Function

Under direct supervision from a designated administrator, assist with the design and creation of products. Serve as a technical expert in an area of Theatre. Maintain and supervise theatre lab, and assist with the training of students.

Characteristic Duties

- Supervise and teach students in technical theatre labs.
- Supervise crew and lower level staff in the creation of products. Ensure that the designer’s instructions are followed and that deadlines are met. Assist with the resolution of design problems.
- Order and purchase supplies for the lab, as well as productions.
- Responsible for the overall maintenance of the lab. Maintain/repair equipment and establish maintenance procedures. Establish and maintain inventory and records. Schedule use of the lab.
- Assist with the research and rendering of designs.
- Assist with budget preparation for lab.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Degree must be in Fine Arts, Theatre or related field. Experience must be in theatrical productions or related field.

Last updated: 3-15-07