



Job Description

JOB TITLE: Technical Director
JOB TITLE: Music, Theatre and Dance
REPORTS TO: Director of Theatre

COLLEGE MISSION: Rochester College cultivates academic excellence, principled character, servant leadership, and global awareness through a rigorous educational experience that integrates liberal arts and professional studies within an inclusive Christian heritage.

Rochester College is a private, Christian institution. Successful candidates must support the Christian mission of the institution and demonstrate how they can contribute to a Christian college environment.

POSITION SUMMARY: Serve as technical director for all Rochester College Theatre academic and professional productions, including summer Shakespeare Festival; manage RAC Theatre and support spaces, plus any additional duties as stated in the Faculty Handbook.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- Experience in technical theatre, including carpentry, lighting and sound
- BA or MA in Theatre and/or experience in teaching and/or production management preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and supervise student technical work during daily M-F, 9:00 a.m. – 5:00 p.m. shop hours
- Construct sets for RC productions; plan and organize work calendar to meet production deadlines
- Supervise and instruct students working in the shop and tech booth on set construction, lighting and sound, including instruction in proper safety precautions
- Attend every technical and dress rehearsal for each production during the year – Saturday through Thursday of production week
- Organize and supervise set load-in and strike for each RC production
- Create and execute lighting design, or work with contractor and/or student designer for all RC Theatre productions
- Supervise student crews as assigned by Director of Theatre (props, lighting, sound, costumes and make-up)
- Organize and conduct weekly production meetings with director, designers and crew for each production
- Purchase materials for theatre productions
- Maintain cleanliness and functionality of RC Theatre work spaces on daily basis, or as necessary
- Write crew portion of play programs and submit to department administrative assistant by each deadline
- Water the grand piano in the RAC Theatre
- Maintain lighting and sound equipment in the RAC and ALT
- Assist maintenance crew with RAC riser set-up and tear-down during pre- and post-event
- Design (or mentor student designer) and run sound during spring musical theatre
- Design lighting cue for music events, including concerts and recitals
- Technical Director for “Celebration,” a variety show produced by the Student Life office

SUPERVISORY DUTIES:

- Oversee student crews and designers



REQUIRED SKILLS AND ABILITIES:

- Proficient in carpentry for set construction
- Excellent time management skills
- Familiarity with lighting and sound equipment
- Ability to work within a budget
- Excellent written and oral communication skills
- Ability to teach students scene shop processes, procedures and safety
- Supportive of the College mission

How to Apply:

Interested parties should submit a cover letter, resume and completed RC employment application. The employment application may be found at <http://www.rc.edu/jobs-rc/>.

Electronically submitted applications and documents are encouraged and should be sent to Ginny May at gmay@rc.edu.

Background checks are conducted on all final candidates for all positions.

Contact:

Ginny May, Director of Human Resources
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