

## **CLASS TITLE: PERFORMING ARTS CENTER TECHNICAL DIRECTOR**

**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for coordinating and supervision of the stage and technical areas of the TPAC, the planning, technical, and administrative work in the operation of the Performing Arts Center (PAC); and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Supervises subordinates and coordinates contracted employees in the operation of complex theater lighting, audio, staging and rigging systems
- Designs and implements facility stage and technical improvements and devices
- Reviews bids for services and recommends awards
- Determines manpower needs for scheduled performances and arranges for contracted employees
- Assigns, coordinates, and reviews the work of subordinate personnel regarding operations, conducting formal performance reviews
- Schedules work assignments to maintain sufficient stage and technical personnel
- Analyzes stage and technical records to assure proper operations maintained and all instructions/regulations followed
- Administers the working agreements and contracts of the contracted employees
- Coordinates, conducts and participates in employee training programs
- Develops technical reports and maintains technical and fiscal records
- Monitors stage and technical safety practices in all PAC theaters
- Monitors stage and technical support contractors
- Manages assigned budget regarding stage and technical area.
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with an associate's degree in technical theatre, fine arts, or a closely related field; and four (4) years of related experience in the field of stage/technical services specifically related to audio and stage lighting systems and stage rigging; touring experience preferred; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials, practices and techniques involved in the operation of complex theater equipment; and good knowledge of audio and lighting design. Ability to coordinate large productions; ability to supervise the operation of complex lighting, audio and stage rigging equipment; ability to review and recommend appropriate manpower and facility needs for productions; ability to coordinate and oversee contractors; ability to maintain payroll records; ability to work long and irregular hours, often including nights, weekends and holidays; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 10 pounds; occasional carrying, pushing and pulling up to 10 pounds; may be subject to walking, standing, reaching, balancing, bending, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and employee must be available 24 hours-7 days a week and carry cellular phone.

**Class Code: 1097**

**EEO Code: E-03**

**Pay Code: EX-36**

Page 2 (continued from Performing Arts Center Technical Director)

**Group: Labor and Trades**

**Series: Labor and Trades Supervision**

**Effective date: August 7, 2014**