The Technical Director has primary responsibility for supervising the use of Berger Hall performance spaces for the benefit of the School and its collaborative efforts in the community. The Technical Director works with the Fine and Performing Arts Director, arts faculty and others to produce curricular, extracurricular and other programs by providing technical direction for events in Berger Hall and elsewhere on campus.

MAJOR RESPONSIBILITIES

- Manage and maintain the theater lobby, house, stage and wings, scene shop, supply room, black box, dressing rooms, control room, Design Lab and Discovery Studio spaces to ensure the safety and comfort of students, employees, and guests.
- Maintain and deploy technical systems in the theater, black box, shop and Discovery Studio including, but not limited to: lighting, audio, rigging, multimedia, staging and fabrication systems.
- Provide technical direction and provide and/or oversee technical staffing (as needed) for internal events, curricular performances, extracurricular productions, and other activities in Berger Hall.
- Contribute as production team member for extracurricular production needs including construction and strike.
- Train, coordinate and supervise production staff, running crews and other internal or external technical support for theatre events.
- Advise external groups who rent the facility to ensure that school assets and interests are protected.
- Provide technical assistance as needed with school events in other locations on campus (such as commencement or fundraising events).
- Teach a class or advise a club, depending on student interest.
- Seeks out and engages in ongoing professional development
- Perform other functions as assigned in support of school operations.

WORK SCHEDULE

Days: In general, the Theater Technical Director is scheduled to work Monday through Friday as determined by the academic calendar. Certain work requirements (particularly school events in the theater), extracurricular responsibilities, or unplanned academic calendar changes could result in a need for a temporary modification of this schedule, including work in the evening or on the weekends.

Hours: This position is scheduled to work 37.5 hours per week. The actual times worked are determined by the supervisor and must meet the requirements of the position description.
**JOB REQUIREMENTS**

**Knowledge, Skills and Abilities:**
- Strong written and verbal communication skills and the ability to work collegially with students, staff, parents and other members of the community in a way that fosters professional collaboration and exchange
- Proven experience in theatrical technical direction and stage management
- Proven experience in lighting design, operation and maintenance; experience with ETC systems including the ION light board, Revolution lighting, 192 dimmer rack, remote control, instruments and other aspects of the lighting system preferred
- Proven experience in audio mixing for house and recording mixes; use of a Yamaha M7CL digital audio board or equivalent preferred
- Proven experience with house PA, monitors, microphones and other audio assets
- Proven experience in multimedia design and production
- Proven experience in shop operations, management and fabrication
- Physical ability to lift up to 80 lbs., operate a genie lift, climb ladders, and work on the catwalk
- Ability to meet expectation of regular, predictable and reliable attendance for events

**Education:** A bachelor's degree in the content area; advanced degree preferred.

**Experience:** At least 3 years of production experience in a professional or academic setting.

**Equivalency:** Directly related experience or a combination of related experience and education may be considered in place of the above requirements.

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**PAYROLL**

**Payroll Type:** Exempt (not eligible for overtime)

**Payroll Frequency:** Monthly

**Other Compensation Programs:** May be eligible for additional compensation as described in General Faculty Handbook

**Performance Evaluation Document:** Administration and Staff

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Specific tasks and deadlines may vary and are provided to the employee by his or her supervisor(s).*

*Updated July 3, 2017*

**Salary:** Cary Academy offers a robust compensation and benefits program for all full-time faculty and staff, including 50% tuition remission for the children of employees.

**Start Date:** August 2017

**How to Apply:** Interested candidates should submit a cover letter, resume, statement of teaching philosophy and 3 letters of recommendation to Theater@caryacademy.org

Cary Academy is an Equal Opportunity/Affirmative Action Employer.

EOE M/F/D/V