

Job Code: 101734
Position#: (PTAA) (NE)
Developed by:....DH, BB
Reviewed by: DLJ
Approved by:LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Technician II (Technical Productions/Theatre)

DIVISION: Academic Affairs (Theatre)

REPORTS TO: Dean of Arts & Sciences

GRADE: 9

SUPERVISES: Professional and support staff as assigned

BASIC FUNCTION:

Responsible for technical aspects of the University's Robert E. Will Theatre, J Studio black box theatre, and potential additional spaces. Primarily responsible for the construction of scenic elements for the Theatre Department's mainstage productions. Oversee, manage, and coordinate multiple theatre production elements including sets, props, sound, lighting, and special effects. Responsible for operating, protecting, scheduling, and maintaining the theatre's technical resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Management, supervision, and manual participation in the construction and care of scenic and other technical elements for stage production. Work with the University's safety requirements and create a safe environment for professional theatre artists and students working in performance spaces and shops.

Work in, on, around, over, and under stationary machinery and equipment. Utilize equipment, tools, and supplies that may require exerting up to 70 pounds of force. May involve working from lifts, ladders, and scaffolding, as well as manipulating multiple controls and machinery simultaneously. Work in confined spaces and loud environment and be willing to wear and work in personal protective equipment.

Weekend hours will be required for certain weeks of the semester, such as technical weeks and performances. Supervise, organize, and support the process of creating a technical schedule for the weeks leading up to performances.

Responsible for recruiting and training of professional and student staff. Work with resident and guest artists to support the execution of the scenic elements for mainstage productions. Manage and supervise the staff (professional and student) of the scene shop in the creation of and removal of (striking) the scenic elements of mainstage productions.

Create a safe, friendly, and productive working environment.

Review technical shop inventories and procure supplies and equipment. Oversee departmental contracts for the scene shop and coordinate professional and student teams in manufacturing designs for mainstage productions.

Plan, implement, and control budget to ensure that operations are within departmental fiscal constraints.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as requested.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, word processing, database management, spreadsheet software, theatre technology.

ENVIRONMENTAL CONDITIONS:

Equipment, tools, and supplies that may require exerting up to 70 pounds of force. May involve working from lifts, ladders, and scaffolding, as well as manipulating multiple controls and machinery simultaneously. Work in confined spaces and loud environment and be willing to wear and work in personal protective equipment.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Theatre or related field; Demonstrated knowledge of and emphasis in theatre technology or related discipline; Minimum of two years of work experience in technical production at the professional and/or university level; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated knowledge of industry safety standards; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: MFA degree or MA degree in Technical Direction or Theatre Design; Minimum of five years of experience in technical direction/production; Demonstrated supervisory experience of students and professionals in a theatrical setting; and Demonstrated experience in advanced scenic technology, such as CAD, metal working, rigging and automation.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.