



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/21/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Technical Director
Status: Full-time, calendar year appointment, non-standard work-week, includes some evenings, weekends and/or holiday hours.
Grade: 9
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director of College Events & Conference Services

PRIMARY PURPOSE:

Assist in the organization and maintenance of the Nazarian Center for the Performing Arts and the Auditorium in Roberts Hall as directed by the Center's Operations Manager. Assist in fulfilling the needs of all user groups in an efficient and courteous manner.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Care for and maintain the Center's theatrical and support equipment.
- Facilitate all necessary set-ups for user groups.
- Adapt lighting/repertory plot for productions with assistance from student workers.
- Train and supervise student workers during calls, installations, and strikes.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Operations Manager.

REQUIRED QUALIFICATION STANDARDS:

Education:

B.A. Degree.

Experience:

A minimum of 2 years of experience in the field including experience with all technical aspects of the entertainment industry.

OR

In lieu of a B.A. Degree, the equivalent of 10 years of professional experience in technical theatre.

Skills, Knowledge and Abilities:

- Working knowledge of stage rigging, lighting instruments and control, and audio equipment.
- Ability to work with students and user groups in a pleasant, efficient and organized manner.

- Ability to interpret road-show specifications and drawings.
- Ability to stay abreast of progress and developments in the technical theatre field.
- Ability to work evenings, weekends and/or holidays as needed.

PREFERRED:

Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions other than those of working in a theatrical environment. This position occasionally requires significant lifting, moving, installation of heavy equipment and other related theatrical tasks.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.