



## **Job Classification Description**

**DIRECTOR OF TECHNICAL SERVICES  
VSC UP – PAT Bargaining Unit**

**Grade 12  
EXEMPT**

### **BASIC FUNCTION**

To direct and manage technical services in the fine arts center as well as other college activities and events.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Manage and direct all technical aspects of the fine arts center, including scheduling, programming, and equipment management.
- Manage the scheduling and provision of technical assistance for lighting, sound, and other related needs for college-wide activities and facilities sponsored by the college, including convocation and graduation ceremonies, athletics events, student government association activities, and external client events.
- Train student crews in technical theatre production.
- Supervise and oversee scheduling of student worker crew.
- Oversee the budget and maintenance of equipment, materials, and supplies related to the theater stage including lighting, rigging, carpentry, sound and specialized equipment.
- Develop long-range plans for programming in coordination with the administration, the performing arts faculty, student organizations, the conferences and events office, and outside performing organizations.
- Other duties as assigned.

### **SUPERVISION RECEIVED**

General direction and supervision is received from the Associate Academic Dean.

### **SUPERVISION EXERCISED**

Supervision of assistant technical director and ten to fifteen student workers.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in fine or performing arts plus five to seven years experience with stage productions required. Master's degree in performing arts or a related field desirable, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Ability to work collaboratively and communicate effectively with a diverse population of students, staff, faculty, community agencies, and organizations.
- Experience training and supervising staff and student workers.
- Ability to manage and lead the department while coordinating several projects at one time.
- Flexibility with work schedule is essential. Ability to work non-traditional hours.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**