



Job Classification Description

**TECHNICAL DIRECTOR/JSC
VSC UP – SUP Bargaining Unit**

**Grade 11
Exempt**

BASIC FUNCTION

To manage and direct activities related to the center for the arts and to provide technical support to other college activities and events. To oversee and direct the Audio-Visual Department.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Manage and oversee activities of the art center, especially scheduling and programming.
- Act as liaison between the administration, the performing arts faculty, students and outside performing organizations.
- Provide performing arts education to students through internships, independent studies and stage productions.
- Provide or oversee lighting, sound and set designs for performances.
- Maintain equipment, materials and supplies related to the theater stage including lighting, rigging, carpentry, sound and other specialized equipment.
- Provide technical assistance for lighting, sound, and other related needs for various college-wide activities and facilities sponsored by the college, such as convocation and graduation ceremonies, or by the Student Association.
- Plan, administer, coordinate, monitor and evaluate the budget and all activities of the Audio-Visual Department.
- Investigate new systems and new technologies and their potential application to college programming.
- Coordinate technical services, including audio-visual and interactive technologies, and their delivery to users.
- Develop long-range plans for the art center programming in close coordination with the Academic Dean's Office, the Office of Conferences and Events Planning, the Computer Center and other offices as appropriate.

SUPERVISION RECEIVED

Direction is received from the Academic Dean.

SUPERVISION EXERCISED

Administrative and functional supervision of the audio-visual technician and ten to fifteen student workers.

MINIMUM QUALIFICATIONS

Bachelor's degree in fine or performing arts with a Master's degree in arts or a related field desirable plus five to seven years experience with stage productions, or

a combination of education and experience from which comparable knowledge and skills are acquired.

- Teaching experience related to fine arts and stage production.
- Knowledge, experience or skills with sound, lighting, carpentry, and rigging.
- Good communication skills are essential.

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.

9/94