



## JOB DESCRIPTION

### General Description

The purpose of this class within the organization is to oversee the technical operations for the events in the Rylander Theater.

### Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Provide oversight and control of the technical aspects of events.
- Perform routine maintenance on all theater performance equipment.
- Communicate with incoming artists and rental organization regarding logistics for each event.
- Supervise all temporary crews for events; making sure crews are prepared to safely and efficiently perform duties associated with each event.
- Consult with supervisor and colleagues on logistics for upcoming events and departmental policy issues.
- Oversee and provides communication for special projects.
- Research and purchase new equipment as necessary for the theater.
- Provides direction, training, guidance and assistance to employees, volunteers, apprentices, students, or other workers: assigns work schedules; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; reviews and approves timesheets.
- Facilitates the safe and efficient operation of theater stage production systems, including stage rigging, stage lighting system, audio/visual system, stage sound system, and related components: coordinates and monitors operation of systems during theater productions.
- Explains theater policies, technical capacities, safety procedures, and proper operation of theater systems and equipment to theater users and performing companies.
- Operates and maintains theatrical equipment, including stage rigging systems, lighting systems, audio/visual systems, hydraulic lift, and hand tools: installs, adjusts, repairs, and maintains equipment and systems; updates marquee signs to display current event information.
- Assists staff in preservation efforts in and on a historic building listed on the National Historic Register
- Communicate with all contractors/specialists working on the physical building or equipment.
- Schedule and oversee routine maintenance of equipment and physical plant operations.
- Interprets, draws, and/or updates stage designs, plots, and drawings to ensure proper set construction and proper setup of lighting systems, sound systems, and other stage equipment.

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- Prepares, completes, receives, and/or maintains various forms, reports, correspondence, schedules, payroll documents, stage plan drawings, lighting plots/schematics, sound plots, cue sheets, operational guides, manuals, reference materials, or other documents; processes, forwards, or retains as appropriate.
- Operates a personal computer or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, fax, or other computer programs.
- Communicates with supervisor, employees, interns, apprentices, volunteers, other departments, facility users, performing artists/groups, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.
- Performs related work as assigned.

### **ADDITIONAL FUNCTIONS**

- Performs general cleaning and maintenance tasks associated with maintaining theater facilities; provides assistance to other employees as needed; performs other related duties as required.

### Minimum Education and Experience Requirements:

Requires a High School Diploma or GED; Requires two years of experience in the areas of theater lighting, sound, rigging, and miscellaneous production practices, or closely related field; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

Performs work that involves climbing on ladders, climbing on ladders, climbing multiple flights of stairs to access work areas, inspection of the theatre roof, and climbing to the grid suspended above the stage for rigging work. Must be able to physically assist with load-in and load-out of shows --- to involve pushing, pulling, lifting, packing of crates, set pieces etc.

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# City of Americus, GA

Title: Theater Technical Director  
Class Code: 2504



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### Unavoidable Hazards (Work Environment):

None.

### Special Certifications and Licenses:

None.

### Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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