



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 11/16  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Technical Director –SOA Drama

### **JOB SUMMARY**

Responsible for directing all technical activities for department productions. Duties include the construction of sets, installation of light plots, procurement of materials, maintenance of equipment, supervision of all productions sessions and performances, enforcement of safety procedures, and attendance at technical rehearsals. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Program Director, SOA Drama

*Supervises:* Supervises student assistants, graduate assistants, students and temporary employees

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Directs and coordinates all technical activities for department productions.
- Supervises all productions sessions and performances.
- Work closely with students.
- Performs maintenance on all equipment.
- Conducts procurement of materials and supplies.
- Enforces safety procedures.
- Develops and implements policies with the program director for the use and maintenance of the performance facility and related equipment.
- Builds sets for all program productions.
- Installs lighting and sound technology for program productions.

### **ADDITIONAL DUTIES**

- Possible design opportunities.
- Potential teaching of theatre technology classes.
- Performs other duties as requested.

### **EDUCATION**

Master's Degree required (MA or MFA).

### **EXPERIENCE**

Two years' experience in related field.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including university software, email and recent theatre technology software.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee must have the ability to frequently lift and/or move up to 45 pounds. The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed primarily indoors in a scene shop setting. The noise level in the work environment is moderate to high.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

Technical Director-SOA  
Drama  
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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***