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## **Technical Theater Director (Independent Contractor Position)**

### **Exciting Opportunity at Francis Parker School in San Diego, California**

Francis Parker School is seeking an enthusiastic, dedicated, and passionate educator who shares its core values: Students First, Academic Excellence, Global Perspective, Strength of Character, Inclusive Community, and No Limit to Better. Collegial and collaborative, Parker faculty create a learning environment that is dynamic and engaging. Parker faculty are content and pedagogical experts who invest in professional growth generously supported by the School. Importantly, Parker's unwavering commitment to being a diverse, equitable, and inclusive community creates a culture of respect for all.

If Parker's values and school culture resonate with you, we encourage you to consider this opportunity.

### **About Francis Parker School:**

Francis Parker School is a coeducational independent day school in San Diego, California with 1310 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

### **Job Description:**

The 6-12 Drama Club Technical Theater Director is responsible for the technical operations of Parker's Performing Arts Center including lighting, sound, set design and construction, and coordinating necessary maintenance. Like all programs at Parker, performing arts is student centered. Therefore, the Technical Theater Director has a responsibility to teach Production Design and Technical Theater content and skills to Middle and Upper School students with the goal of developing a regular working group of students to crew performing arts productions.

While this position is part time, during the course of the year the hours required to complete all duties will vary with some weeks being quite full, and some weeks having very little work. During technical week and performances, the hours in a given week may be more than part time. On balance, during weeks where there is little work, the hours in a given week may be significantly less than part time. The successful candidate must be able to personally manage this workflow to maintain the goals of the program.

A love of children, a passionate commitment to performing arts, production and design and technical theater instruction, and a desire to work with all types of learners is a must. A teaching certificate in technical theater or production and design is a plus.

[www.francisparker.org](http://www.francisparker.org)

Linda Vista Campus  
Mission Hills Campus

6501 Linda Vista Road  
4201 Randolph Street

San Diego, CA 92111  
San Diego, CA 92103

858 / 569-7900  
619 / 298-9110

**Essential Duties/Responsibilities:**

- Operate, maintain and safeguard the technical assets of the theatre, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of stage facilities.
- Teach Production Design and Technical Theatre to 6-12 Drama Club students on the basic principles of set, light and sound design with the purpose of developing student content and skill level to the level necessary for crewing performing arts production.
- Work with performing arts faculty (both middle and upper) and outside groups on all presentations and productions.
- Train and supervise the student crew for all drama productions.
- Determine the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for events and performances presented in the PAC and/or Crivello Hall in advance of production dates.
- Design, set up, maintain, and operate lighting and sound systems for theatre productions and projects including technical week rehearsals and performances.
- Supervise and assist with design, construction, and management of sets and stages for all performing arts productions.
- Assist in recruiting, training and assigning volunteers, students or paid technical staff for individual shows.
- Orient facility renters and visiting productions to safety, technical characteristics and other areas of facility operations; facilitates the use of the technical operations.
- Monitor the condition of equipment including lighting, sound, and rigging equipment; arrange for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment.
- Operate various hand and power tools to set up for events; maintain current inventory of supplies and equipment; perform minor repairs to equipment; maintain equipment maintenance log detailing maintenance and repair activities. Collaborate on the annual production calendar.
- Assist with the preparation and control of production budgets; maintain inventory and orders specialized supplies.
- Attend technical week rehearsals, in order to supervise and assist in the technical aspects of mounting the show.
- Make recommendations regarding capital purchases of technical equipment.

**Qualifications:**

The successful candidate will have knowledge of the following:

- Coordination, facility use, maintenance and operations of a theater facility
- Budget preparation techniques
- Oral and written communication skills
- Principles and practices of selecting, training and supervising student assistants

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- Theatrical sound and lighting technology
- Theatrical terminology, stage rigging, scenic construction technology, and theatrical production equipment
- Interpersonal skills including tact, patience and courtesy
- Modern office practices, procedures and equipment
- Operation of a computer and assigned software
- Operation of hand and power tools utilized in the theater
- Record keeping techniques
- Safety standards and regulations
- Proper lifting techniques
- Must pass all health and background checks

The successful candidate will be able to:

- Perform assigned activities
- Hear and speak to exchange information
- Stand and walk for extended periods of time
- Bend at the waist, kneel, or crouch
- Reach overhead, above the shoulders and horizontally
- Use proper lifting methods

Education and experience required:

- College level coursework in theater technology, fine arts or related field
- Prior experience in technical theater production preferably at the Middle and High School level.

Licenses and other requirements:

- Arm lift 40 pounds.
- Ability to work at heights.

**Non-Discrimination:**

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

**Salary and Benefits:**

This is an independent contractor position. Compensation will be discussed with our human resources department.



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**Application Process:**

A cover letter, resume, transcripts and application should be submitted electronically to:

[parkerjobs@francisparker.org](mailto:parkerjobs@francisparker.org)

<https://www.francisparker.org/about-us-/employment>

Please indicate the position you are applying for in the subject line

[www.francisparker.org](http://www.francisparker.org)

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