



### SCHOOL OVERVIEW:

Guided by its founding principles of honor, academic distinction, spiritual growth, and community, **Episcopal High School** prepares young people with the intellectual and moral courage to pursue lives of ethical leadership and service as citizens of an increasingly connected world.

### JOB SUMMARY:

Episcopal High School is seeking a highly skilled and motivated **Technical Director** to oversee all aspects of sound and lighting for special events and technical direction for all theater productions. The Technical Director will play a crucial role in ensuring the smooth operation of technical elements, contributing to the success of various school events, and enriching our students' educational experience. The Director will also train, support, encourage, and mentor an inclusive and passionate student body from diverse backgrounds and levels of experience.



**Start Date: August 15, 2024**

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Sound, Lighting, and Set Design:**
  - Design, implement, and maintain sound and lighting systems for special events and theater productions.
  - Collaborate with directors, producers, and other staff to understand the technical requirements of each production and event.
  - Create lighting plots, sound cues, and scenic drawings that enhance the overall atmosphere and storytelling.
- **Technical Production Management:**
  - Oversee all technical aspects of theater productions, including set construction, rigging, and stage management.
  - Coordinate with production teams to ensure timely and efficient setup, operation, and strike of technical equipment.
  - Train and supervise student crew members in operating sound and lighting equipment safely and effectively.
- **Equipment Maintenance and Inventory:**
  - Maintain an inventory of sound and lighting equipment, ensuring proper storage and organization.
  - Schedule and perform routine maintenance and repairs on technical equipment to ensure optimal performance.
  - Recommend upgrades or new equipment purchases as needed to support the evolving needs of the theater program.





#### ■ Safety and Compliance:

- Enforce safety protocols and procedures to ensure a safe working environment for students and staff.
- Stay informed about industry standards and sound and lighting technology regulations, ensuring compliance with relevant guidelines.

#### ■ Event Support:

- Provide technical support for a variety of school events, including assemblies, concerts, and community gatherings.
- Collaborate with event organizers to determine technical requirements and execute setups according to specifications.
- Provide sound support and technical setup for weekly chapel services.

### SUMMARY OF QUALIFICATIONS:

- MFA/BFA in Technical Theater or an equivalent combination of education and/or experience.
- Knowledge, training and skill in organizing and managing facilities for the performing arts.
- Documented experience and knowledge in all technical aspects of live theater (i.e. construction, lighting, sound, costuming, etc.).
- Working knowledge of ETC lighting consoles and dimming systems.
- Ability to read, understand and draft theatrical ground plans, construction drawings, lighting plots and schedules.

- Ability to provide professional live sound reinforcement for daily events.
- Experience and skills in design are a plus.
- Strong interpersonal, organizational, and communication (oral and written) abilities.
- Proficient computer skills, including familiarity with Google suite and Microsoft Office suite, as well as Vectorworks, QLab, and other design software.
- Ability to meet all physical requirements of the position including, but not limited to, lifting up to 70 lbs. and walking up and down stairs and ladders.

### HOW TO APPLY:

Episcopal High School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Dean of Faculty, Lucy Goldstein), a resume, digital portfolio (if available), and a list of at least three professional references consolidated as a single PDF document to Alison Moore, Senior Recruiter at [alison@dovetailedsourcing.com](mailto:alison@dovetailedsourcing.com).

