

**Alabama School of Fine Arts
Duty Description**

Title: Dorothy Jemison Day Theater Assistant Technical Director

Reports to: DJD Technical Director

Job Description: Qualified and dependable theater technician to assist Technical Director with the day-to-day operations of a busy theater venue.

Performance Responsibilities:

- Assist Technical Director with coordination and execution of technical/supervisory aspects of Rental Events, primarily located in the DJD Theater:
 - Serve as a stagehand, stage manager, lighting designer, etc. as assigned.
 - Fulfill duties of Technical Director, as assigned; duties may include, but not limited to, move-in, set-up, clean-up, lock-up and ensure that clients adhere the policies of the DJD Theater.
- Oversee implementation of technical aspects for ASFA Specialty Department events in the DJD Theater.
- Occasional technical assistance and supervision for ASFA Theater Department education programs.
- Will model appropriate behavior, speech and dress in the presence of students and to mentor/supervise students in production situations.
- Assist with the control and maintenance of the lighting, rigging and video systems.
- Assist with the maintenance, renovation, repair, and cleaning of inventory and theater spaces, including shops, equipment, storage spaces and production areas.
- Perform related duties based on departmental/school needs.
- Committed to providing excellent customer service to rental clients.

Qualifications:

- Bachelor's Degree in applicable field and/or considerable professional experience, including specific skill as a stage electrician with the ability to program and design lighting cues for a variety of events.
- Be comfortable working at heights, ascending/descending ladders and using personnel lifts.
- Working knowledge of stage rigging, projections, standard theater and scene shop practices and sound.
- Extensive experience with projections and stage rigging highly desirable.
- Ability to use computer applications including Microsoft Office required. Ability to use and/or willingness to learn programs including Vectorworks, Lightwright, QLab and related programs desirable.
- Commitment to safe working practices.
- Must be willing and able to work with students under the age of 18.
- Effective communication skills, both oral and written.
- The ability to effectively interact with individuals of various ages, backgrounds, and abilities is required.
- Punctual, responsible, adaptable, self-motivated, problem-solver with a positive attitude and demeanor.
- Possess strong organizational and time management skills and attention to detail.

- Adheres to school system rules, administrative procedures, local board, state and federal rules and regulations.

Salary: Negotiable Based on Degree and Experience

Service Term: 10 months (August through May)

Application and deadline: School must receive letter of interest, detailed resume, and three references no later than July 1, 2022. Please send to Jamie Plott, CFO / COO, Alabama School of Fine Arts at jplott@asfa.k12.al.us . Please only apply to the job in one place or format.

It is the policy of the Alabama School of Fine Arts not to discriminate on the basis of race, color, religion, sex, national origin, citizenship (other than an alien not authorized to work in the U. S.), age, disability, veteran status, or other proscribed category, in its educational programs, activities, or employment policies, as required by local, state, and federal policies and laws. This policy applies to all aspects of employment including selection, compensation, assignment, promotions, discipline, termination, and access to benefits and training. Inquiries or complaints regarding compliance with applicable laws may be directed to Dr. Martin Mitchell, President.