

JOB DESCRIPTION TECHNICAL DIRECTOR



Facility Name:	JOLIET, RIALTO SQUARE THEATRE
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JOB INFORMATION

Job Title:	Technical Director	Department:	Operations
Reports To:	Executive Director	FLSA Status:	Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to work abbreviated normal office hours plus nights and weekend hours as required for event preparation, presentation and move-out.

EDUCATION and/or EXPERIENCE

1. High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience.
2. Degree in technical theatre or related field is preferred.
3. Knowledge of procedures and requirements of the entertainment business to insure good relationships with promoters and performers.
4. A basic knowledge of business management practices and procedures.
5. Experience working in a computer network environment utilizing Microsoft Word and Excel programs.
6. Knowledge of supervisory principles and practices.

CERTIFICATES / LICENSES / REGISTRATIONS

1. Applicants must possess a current valid driver's license and a vehicle that can be accessed for work purposes and a working telephone with a number that can be accessed by building management personnel for business contact purposes.

LANGUAGE SKILLS

1. Ability to communicate effectively orally and electronically.
2. Ability to read, write and comprehend instructions, correspondence, and memos.
3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
4. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
5. Ability to speak and understand English.

MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to apply concepts of math on an Excel spreadsheet, calculator, ten key adding machine, or cash register.
4. Ability to add, subtract, multiply and divide all units of measure using whole numbers, fractions, and decimals; applying concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to remember previously learned material such as specifics, criteria,

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techniques, principles, and procedures ; ability to grasp and interpret the meaning of material; ability to use learned material in new and concrete situations; ability to break down material into its component parts so that its organizational structure can be understood; ability to recognize casual relationships, disseminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment; ability to put parts together to form a new whole or proposed set of operations; ability to relate ideas and formulate hypotheses; ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards; ability to appraise judgments involved in the selection of a course of action; ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decision based on best and most important choice.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
2. The employee is occasionally required to stand and walk.
3. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.
4. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and high, precarious places.
2. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock, and vibration.
3. The noise level in the work environment is usually moderate, but there will be cases where the noise level is loud to extremely loud.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision.