

## **MVNU Student Employment Job Description**

**JOB TITLE:** Theatre Technical Director

**DEPARTMENT:** Campus Life

**REPORTS TO:** Sydney Moon, Theatre Coordinator

### **REQUIREMENTS:**

- **Recommended Education/Training:** Currently enrolled at MVNU.
- **Experience/Background/Knowledge:** Must have knowledge and experience in at least one of the following categories: Lighting Design, Sound, Set Design, Set/Prop Construction, Costume Design. Must be willing to take initiative and learn about ALL the above categories.
- **Skills:** Must have strong time management, organization, and problem-solving skills. Dependability in following schedules and procedures. Experience or passion for performing arts. Maintains a spirit of hospitality and inclusivity. Ability to be flexible, creative, and collaborative.
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook
- **Expectations:** Provide a professional, organized, and efficient set building environment. Exhibit a Christ-like attitude in all assigned duties.
- **Special Requirements:** Reliable transportation to and from rehearsals. A desire to learn new technology and applications.

### **DUTIES** (include but not limited to):

- Serves as the theatre club's Lighting Designer and Sound Designer.
- Works closely with creative team on creating and communicating the technical vision for the show.
- Works closely with Set Construction Manager to communicate plans and ideas for set creation.
- Works as either the sound or lighting technician for theatre club productions.
- Helps recruit, assign, and manage tech crew members.
- Attends rehearsals as requested to get insight to the show and help implement tech needs.
- Must have first full lighting design draft done at least 3 weeks before opening night.
- Other duties as assigned.

**NORMAL WORKING HOURS and DAYS:** Hours for this position will vary based on assigned tasks and tech needs. Attend rehearsals as requested, then most of the work can be done at any time, pending availability of Thorne Performance Hall.