



EL CAMINO REAL CHARTER HIGH SCHOOL

A California Distinguished School

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BRAD WRIGHT
Board Chair

DAVID HUSSEY
Executive Director

JOB DESCRIPTION

Job Title:	Technical Director
Department:	Visual Arts Performing Arts
Reports To:	Theater Director
Salary Scale:	Classified Salary Table
Work Calendar:	234 Days
Location:	El Camino Real Charter High School
FLSA Status:	Non-Exempt

Job Duties, Responsibilities, Qualifications, and Requirements

Job Summary	Under the direction of the Theater Director, this position will oversee the technical aspects of the performing arts programs.
Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Coordinate and oversee the technical aspects of theatrical productions, including set design, construction, lighting, sound, and special effects. • Collaborate with the Theater Director, production team, and students to develop and execute technical plans that align with artistic vision. • Provide guidance, training and support to student technicians and crew members throughout the production process ensuring that all safety protocols are followed. • Recommends, implements, and administers methods and procedures to enhance operations. • Develop and maintain a comprehensive plan for the construction, installation, as well as the operation of sound and lighting equipment for all productions. • Coordinate and manage rental events, including performances, conferences, and other activities taking place in the theater. • Serve as a primary point of contact for external organizations, ensuring smooth communication, scheduling, and technical requirements. • Collaborate with the theater and music faculty to procure, create, and maintain production materials, equipment, and supplies for performance spaces. • Ensure compliance with safety standards and regulations for all technical aspects of production, including the proper use and maintenance of equipment and the supervision of safe working conditions for the technical crew. • Assist the Theater Director in developing and delivering a comprehensive technical theater curriculum for high school students. • Provide training and instruction in various technical areas, including lighting, sound, prop making, theater safety, and stage management. • Assist the Theater Director with budget preparation, and grant writing to support the program's growth and development.

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	<ul style="list-style-type: none"> • Will attend in staff meetings, production meetings and other relevant gatherings to contribute ideas and provide input as needed. • Will require evening or weekend availability for scheduled performances and technical rehearsals. • Perform other duties as assigned
Qualifications and Abilities	<p>Qualifications and Knowledge of:</p> <ul style="list-style-type: none"> • Previous experience in technical theater production, including set design, construction, and technical direction, preferably in an educational or theatrical setting. • Proficiency in technical design software, as well as experience with sound and lighting equipment operation and maintenance. • Strong organizational and project management skills, with the ability to prioritize and manage multiple productions and technical aspects simultaneously. <p>Ability to:</p> <ul style="list-style-type: none"> • Ability to mentor and guide students in technical theater skills and safety procedures. • Foster creativity, collaboration, and professionalism among students while promoting a safe and inclusive learning environment. • Foster a supportive and inclusive atmosphere that encourages student participation and creativity. • Adapt in accommodating the diverse technical needs of various theatrical productions. • An understanding and appreciation of the educational mission and values of our charter school.
Education and/or Experience	<ul style="list-style-type: none"> • High School diploma or equivalent • Minimum 2 years’ experience in technical theater production, including set design, construction, and technical direction, preferably in an educational or theatrical setting. • OSHA certification preferred, but not required. • Proficiency in technical design software, as well as experience with sound and lighting equipment operation and maintenance. • Must pass background check and obtain a TB clearance prior to starting.
Work Environment	<p>The work environment characteristics described herein 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.</p> <ul style="list-style-type: none"> • Work is performed primarily indoors and occasionally outside in seasonal climate and weather conditions. • Must be available to attend meetings, program events and activities at various locations. • Will be required to work a varied schedule including days, evenings, weekends, and holidays. • Moderate to loud noise levels • Regular contact with teachers, parents, students, staff, and community members

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<p>Physical Demands</p>	<p>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.</p> <ul style="list-style-type: none"> • Must have hand and finger dexterity to operate equipment. • Able to work at considerable heights using ladders and lifts. • Must have visual and auditory acuity to maintain safety standards. • Able to sit, stand, stoop, kneel, bend, walk, and crawl • Able to climb, stairs, and ladders • Able to sit and stand for sustained periods of time • Able to kneel or squat for extended periods of time • Able to lift/carry up to 50 pounds. • Able to push and pull objects weighing up to 50 pounds.
<p>Right to Revise</p>	<p>This job description is not meant to be all-inclusive, and additional duties and responsibilities may be assigned without prior written notice. The school reserves the right to revise this job description as necessary, without advance notice.</p> <p>The statements made herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, nothing herein shall be construed as a contract for employment.</p>

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