

NOTICE OF VACANCY



April 14, 2022

Technical Director for Division of Arts & Humanities

Arts and Humanities

SALARY: \$40,000.00/year + benefits (commensurate with qualifications and experience)

BENEFITS: Excellent fringe package includes pension plans; life, health, dental and vision insurance; and ample paid time off.

STARTING DATE: Negotiable

RANK: A twelve-month senior professional staff position which reports to the program directors in the Division of Arts and Humanities, collaborates with the university events manager, university maintenance and facilities staff, and the faculty of the theatre, music, and art departments, and supervises work/study staff.

OVERVIEW: The Technical Director supports the high-quality and timely production of all fine and performing arts events on the Science and Arts campus. The Technical Director is also responsible for the daily operations, supervision and instruction of students, and management of the theatre scene shop, performing arts venues, galleries, and studio spaces on the Science & Arts campus. The Technical Director is responsible for the maintenance of, use of, and training students and staff in the use of specialized equipment and materials, ensuring the safety of the public, visiting artists, faculty, students, and staff in these venues. The Technical Director meets regularly with the faculty and staff of the division of Arts and Humanities to promote and support the mission and curriculum of the college.

RESPONSIBILITIES:

- Maintain OSHA standards of safety in diverse fabrication areas;
- Coordinate with faculty to deliver shop/studio guidelines & safety orientation;
- Submit work orders and communicate with university facilities and maintenance departments about infrastructure issues;
- Co-ordinate the service of equipment with outside contractors;
- Facilitate the three-production season of the Theatre Arts Program, including the realization (within an assigned budget) of set, lighting, and sound designs;
- Facilitate the diverse schedule of concerts and recitals presented by the Music Program including sound and lighting design and digital recording of events;
- Attend production/design meetings and rehearsals as called;
- Maintain safe, organized, accessible, and efficient working areas in the scene shop, performing arts spaces, galleries, and storage areas;
- Instruct students in the operation of the lighting, sound, construction, and rigging equipment and software;
- Supervise students during scheduled set construction labs, load-in, strike, and for department sponsored events (festivals, auditions, competitions, lectures, workshops, honor society inductions, etc.);
- Provide construction support as needed through carpentry, welding, rigging, and work with plastics, fabrics, and other materials in accordance with designs;
- Maintain tools, equipment, and supplies specific to the five performing arts venues, art galleries, and varied studios on campus including, but not limited to, motorized rigging, kilns, a Soldner mixer, pottery wheels, extruders, slab rollers, theatrical lighting, and a/v equipment;
- Develop a technical specifications manual for performance spaces;
- Serve as the technical contact for visiting artist events and ensure the safe load-in, realization of designs, and load-out on the schedule and according to the plans contracted in technical riders;
- By arrangement, provide limited design support for other division of Arts & Humanities performance events;
- Serve as the primary emergency technician outside of regular hours to assist with prompt resolution of show-related incidents and make sure that the operations and productions of the Division of Arts & Humanities can proceed;
- Perform some basic academic duties (reporting, grading, instruction) in support of specific lab assignments and in collaboration with faculty;
- Other duties as assigned.

QUALIFICATIONS:

- A Bachelor's Degree or significant professional experience in creative technical production is required.
- The physical ability to lift heavy objects, climb ladders, work at heights, operate machinery and tools, and work in noisy environments is required. Must be able to follow protocols in case of emergency.
- Experience teaching in a "lab" environment is expected; experience mentoring early-career artists is ideal. The successful candidate can align shop instruction with classroom curriculum and will nourish a culture of creation, innovation, and experimentation.
- Computer literacy and ability to communicate and collaborate on inventory, purchasing, budgeting, scheduling, learning management, and project planning using appropriate software is required. The ideal candidate is detail-oriented, organized, and thrives in a fast-paced multi-disciplinary environment.
- Requires excellence in scenery construction, carpentry, welding, rigging, electrics/lighting, digital a/v design, and other aspects of technical theatre production including the ability to interpret technical riders and create technical drawings. The ideal candidate will collaborate in the multimedia design process for university and visiting artist productions.
- Requires familiarity with installation art, ceramics, and the technical skills to create, operate, modify, and/or repair specialized equipment or spaces for classes, events, and exhibitions.
- Familiarity with choral and instrumental music performance is required. The successful candidate must be able to coordinate high-quality front-of-house sound. The ideal candidate has experience in live sound mixing, gain structure, equalization, effects, compression, and can manage audio and video recordings and live streaming.
- The successful candidate will remain current with best practices, equipment, and technology that will support a relevant and excellent curriculum. The ideal candidate will enjoy the environment of our liberal arts campus and the opportunity to pursue their own creative projects in a community of faculty, staff, and student artists.

TO APPLY:

Complete the Science & Arts application (available at <https://usao.edu/about/personnel.html>), **as well as submit a letter of interest, copies of transcripts, portfolio (if available), and a detailed résumé,** to hr@usao.edu. You may also mail them to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322 ATTN: HR Office.

Application review begins **April 28, 2022** and will continue until position is filled.

Employment is contingent upon the results of a national criminal and sex offender background check.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under the Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.