

Rolling Hills Preparatory & Renaissance School is seeking a dynamic and enthusiastic *Theatre Manager/Technical Theatre Director* to join its Arts Department. This person will work as a part of a team, to provide leadership for the technical direction of all of the Performing Arts curricular, co-curricular and extra-curricular productions. He/She will also support the wider school community by supervising the technical operations and resources of the theatre and other venues, including lighting, sound, and projection support for community events. The ideal candidate is an experienced problem-solver, an enthusiastic collaborator, and a passionate educator who is eager to incorporate their skills into our Performing Arts program. This position is full-time and reports to the theatre teacher, Arts Department Chair, and Associate Head of School for Academics.

**Duties and Responsibilities:**

- In collaboration with show directors, oversee the design and execution of all technical aspects of all major arts productions in the multi-purpose Room (MPR) and off-site locations
- Manage pre- and post-production services: Work with show directors to create checklists, plans, and timelines for design, build, and strike for all arts productions
- Enforce policies and procedures for facilities use and resource allocation
- Manage the theatre calendar in coordination with school event planners and oversee equipment use for school events and rentals of the MPR/theatre to outside parties
- Management of the booth, stage, prop storage unit, costume storage unit, and set storage units
- Mentor and instruct students with an interest in technical theatre including work in the following areas: scenic design and construction, lighting design and rigging, sound design, projection design and realization, stage management, and rehearsal etiquette
- Build the technical theatre program through workshops, clubs, and activity hours
- Create and implement curriculum and coursework, which will lead to teaching UC-accredited courses on campus in technical theatre design at the upper school level
- Supervise and maintain positive relationships with contracted labor, volunteer parents, and student crews
- Work with both Middle and Upper School students in support of technical theatre units in classes
- Build and maintain strong vendor and supplier relationships
- Train applicable Visual and Performing Arts Department faculty and Technology Department staff to be sound and lighting operators

**Physical Demands and Work Environment:**

- The candidate must be able to manipulate objects and tools and repair pieces of equipment
- This job is performed in a multi-building school environment with stairways
- Able to carry, move, and push or lift heavy objects and equipment
- Must pass a federal and state fingerprinting and background check and provide a recent negative TB test or assessment

**Key Qualifications**

- Bachelor of Arts Degree in Theatre, Technical Theatre, Theatre Design, or a related field of study preferred

- Minimum 2 years teaching experience in Middle and/or Upper School preferred
- Familiarity with current theatre software programs such as Creston Systems, EOS and ETC Ion family lighting consoles, Qlab, Isadora, as well as Vectorworks, Google Apps and Mac OS X. Experience with Creston Systems is highly desired.
- Experience with set design, set construction, lighting design, sound design, and sound operation
- Commitment to ongoing professional development in both subject matter and pedagogy
- Strong written and oral communication skills
- Experience coordinating multiple ongoing projects with a clear head and grace under pressure
- Possess a valid driver's license
- Able to work flexible hours including evenings and weekends

### **Supervision and Position Type**

The Theatre Manager/Technical Theatre Director is a full-time, exempt position that is supervised by the Arts Department Chair.

### **Application Process**

Interested candidates should submit a cover letter and current resume to Angel Smith ([asmith@rollinghillsprep.org](mailto:asmith@rollinghillsprep.org)).