

THE TROY CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	MUSICAL - TECHNICAL DIRECTOR	File 412-4
Reports to:	Musical Director	
Job Objectives:	Produces creditable musical and/or theatrical productions. Promotes close working relationships with the community. Keeps the principal informed about current activities and emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio Department of Education license/certificate appropriate for the assignment.· Meets all mandated health requirements· A record free of criminal violations that would prohibit public school employment.· Complies with drug-free workplace rules and board policies.· Musical and/or theatrical technical production skills.· Meets all prerequisite qualifications to be bonded by the district's insurance carrier.	
Essential Functions:	<p>The following duties are representative of performance expectations. Reasonable accommodations may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Organize, train and oversee student crew members.· Upholds board policies and follows administrative procedures.· Supports community partnerships that enhance district programs.· Communicates program objectives to encourage student participation. Organizes open auditions. Informs participants about personal responsibilities. Casts from all appropriate grade levels. Assigns and supervises work crews.· Requisitions essential supplies through the Musical Director. Promotes the proper use and care of school property.· Ensures that all financial activities are processed through the proper student activity account.· Provides for safe working conditions. Oversees the proper care and storage of production equipment. Makes minor repairs. Ensures that equipment is safe to use and available when needed.· Communicates high expectations and shows an active interest in student progress.· Upholds the student conduct code. Implements effective pupil management procedures.· Respects personal privacy. Maintains the confidentiality of privileged information.· Encourages student involvement in thespian organizations.· Promotes a favorable image and recognition of program participants.· Obtains permission to be away when duties conflict with classroom duties.· Takes precautions to ensure student safety. Does not leave students unsupervised.· Reports suspected child abuse and/or neglect to civil authorities as required by law.· Evaluates and recommends changes to enhance future programs.· Participates in national, state, and/or regional activities that advance district goals.· Participates in professional growth opportunities.· Accepts responsibility for work-related decisions and conduct.· Strives to develop rapport with others.· Performs other specific job-related duties as directed.· Works closely with the musical director to create and carry out a technical plot for the show.· Reports to work depending upon calendar and requirements set forth by the musical director.	
Abilities Required:	<p>The following characteristics and physical skills are essential for the successful performance of assigned duties.</p> <ul style="list-style-type: none">· Demonstrates professionalism.· Provides leadership to advance the musical/theatrical program.· Delivers a positive learning environment and engenders student enthusiasm.· Skillfully manages individual, group, and organizational interactions.· Communicates effectively using verbal, nonverbal, and writing skills.· Organizes tasks and manages time effectively.· Averts problem situations and helps resolve conflicts.· Exercises self-control when dealing with other individuals.· Maintains an acceptable attendance record and is punctual.	

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Potential for exposure to bloodborne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include operating and/or riding in a vehicle.
- Exposure to loud noises and equipment vibrations.
- Duties may include operating power tools and exposure to electrical hazards.
- Duties may include exposure to chemicals, combustible materials, air borne particulates, and odors.
- Duties may include working under time constraints to meet deadlines.
- Duties may include traveling to meetings and work assignments.
- Duties may include lifting carrying, and or moving work-related supplies/equipment.
- Duties may include bending, crouching, kneeling, reaching, and standing.
- Duties may include working with electrical lights and light board.
- Duties may include working with sound equipment and the sound board.
- Duties may include climbing ladders and working in high, confined spaces.

**Performance
Evaluation:**

Job performance is evaluated according to the collective bargaining agreement.

The Troy City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

Revised: December 2018

Signature: _____ Date: _____