

Position Description

POSITION PROFILE

Position Title: Student Assistant Technical Director

EOU Department/College: Arts, Humanities, and Social Sciences

EOU Supervisor Title: Mike Heather, Associate Professor of Theatre

Typical Job Duration: Academic year, encompassing Fall, Winter, and Spring terms.

Job Level: \$13.70, Level 1

Type of Schedule/Typical Hours: Flexible schedule, particularly needed during theater production periods; must be able to work evenings and weekends as required by production schedules.

Typical Number of Hours Per Week: Minimum of 10 hours, with potential for increased hours during active production periods.

POSITION INFORMATION

Student Position Description Summary:

The Student Assistant Technical Director will be responsible for taking a lead on projects related to multiple Theatre Department productions over Fall, Winter and Spring terms. This includes the analysis of proper applications and technique in construction, painting, rigging and mounting of scenery on stage.

Job Duties/Responsibilities/Essential Functions:

- Analyze and apply proper techniques in the construction and painting of theater scenery.
- Rig and mount scenery as per the design requirements for various productions.
- Operate technology and equipment in both the metal and wood shops, and manage the use of technology in the Schwarz and McKenzie theaters.
- Maintain organization and cleanliness of the shop and theater spaces.
- Assist theatre course students in completing their lab hours in the shop.
- Support the department's needs concerning theater storage, workspace management, and course support outside of production needs.

HIRING CRITERIA

Minimum Qualifications:

- The Student Assistant Technical Director must be able to operate all standard hand and power tools related to the wood and metal shops.
- Be able to paint to painter elevations and rig scenery as required for production design.
- Able to operate standard theater technology relating to Schwarz and McKenzie theaters.
- The Student Assistant Technical Director must be available to work assigned hours per month on a flexible schedule agreed upon with the Designer/Technical Director.
- The Student must supply their own set of work/paint clothes and proper footwear.
- Able to work a set schedule on a regular basis of at least 10 hours per week.

Preferred Qualifications:

- Experience in theater production, especially in technical roles such as sound, lighting, or set design.
- Strong organizational and leadership skills.
- Ability to manage multiple projects simultaneously.

Desired Knowledge, Skills & Abilities:

- Advanced knowledge of theater production techniques and equipment.
- Strong problem-solving skills and the ability to work effectively under pressure.
- Excellent communication skills to coordinate with a diverse team of designers, directors, and performers.

STUDENT LEARNING OUTCOMES

As a result of completing this internship, the student will:

Academic Learning Outcomes:

- Enhance technical skills in theater production, including set design, construction, and stage management.

Industry Learning Outcomes:

- Develop professional capabilities in theater arts, preparing for careers in technical direction and stage production.

Career-Readiness Learning Outcomes:

- Build leadership and project management skills critical for success in technical and creative roles within the arts industry.

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities. Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework