



Keystone Academy Job Description Theater Technical Manager

School Section:	Performing Arts Center
Reports to:	Director of the Performing Arts Center
Qualifications:	Bachelor's degree or above
Period of Appointment:	Full-time

JOB DESCRIPTION

Role Description / Working Relationships

The Theater Technical Manager works under the supervision of the Director of the Performing Arts Center and serves as a key member of Keystone Academy's Performing Arts Center.

The Theater Technical Manager is responsible for operating, protecting, and maintaining all theatrical and workshop technical assets in the Performing Arts Center. This includes lighting, sound, staging, and special needs with specialization in technical set design and rigging. The Theater Technical Manager promotes a safe, healthy, and productive working environment including the training and enforcement of safe-use guidelines for equipment and facilities.

Theater Technical Manager is responsible for managing all set projects from conception through completion including creating technical drafts, leading on-site construction, collaborating with vendors, and submitting material orders. The Theater Technical Manager manages the safe and efficient load in and load out along with the mounting of scenery and technical elements onstage.

Additional responsibilities during technical rehearsals and performances include training and managing student and adult volunteers in booth and backstage responsibilities with special attention to safety and facility operations.



The responsibilities include, but are not limited to, the following:

Supervision & Management

- Ensuring the correct and safe use of all stage and workshop machinery and equipment and informing the Director of the PAC of any defect or fault that occurs, including coordinating with the Director of Facilities repair work;
- Coordinating with the Director of Facilities in designing and tracking a maintenance schedule for the performance and workshops' technical assets, making sure that the functional and technical aspects are well cared for and updated on an orderly timetable;
- Managing the load in/out and mounting of scenery and technical elements for all productions including supervising and inspecting vendor installations as well as the handling and return of scenic and electrical rental items;
- Managing the Scene Shop inventory including tools, paints, wood, hardware, and PPE;

Production & Set Design

- Attending all production meetings as designated by the Director of the PAC;
- Collaborating with the Scenic Designers in the creation of technical drafts of set designs for on and off-site construction with consideration of budget and calendar;
- Preparing set construction schedules and leading as Master Carpenter in ensuring the set pieces are built and painted in a timely manner;
- Collaborating with vendors for off-site builds including coordinating and supervising installations;
- Co-leading the Stagecraft after-school programs including the development of training modules, safety standards, assessments, and certifications for students in our primary and secondary divisions;
- Training and supervising student and adult volunteers in set construction and painting, including promoting a safe, healthy, and productive working environment and enforcing safe-use guidelines for equipment and workshop facilities;
- Ensuring and promoting high standards of housekeeping are maintained in all working areas on and around the stages and workshops;
- Proactively developing and improving skills in the correct operation of all PAC theatrical and workshop machinery and informing the Director of the PAC of any requirements for further training, necessary equipment, or assistance;



Performance

- Training and managing student and adult volunteers as backstage crew, stage managers, and light and sound board operators, including orienting them on safety and facility operations;
- Providing designs and operation for all technical aspects of the stage such as rigging, lighting, sound, projection, smoke machines, and water features.
- Collaborating with the Director of the PAC in scheduling technical support as needed for all PAC events and performances;
- Orienting visiting productions and artists to safety, technical characteristics, and other areas of facility operations;

Personal Skills and Abilities

- Skilled in adapting and leading training in technical theatre and safety for students in K-12.
- Demonstrated leadership experience in an educational theatre, or a combination of equivalent experience and training.
- Commitment to creating and maintaining an equitable and inclusive environment that values diversity and centers excellence.
- Strong project management skills that demonstrate the ability to deliver complex, multilateral productions.
- ETCP Certified Rigger -Theatre and versed in motorized rigging systems.
- Versed in digital set design and lighting software.
- Hands-on carpentry skills with machinery and hand tools.
- Experience in preparing labor estimates and staffing schedules.
- Ability to supervise and train students and adults, to include organizing, prioritizing, and scheduling tasks.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to work both independently and in a collaborative team environment.
- Maintains a broad knowledge of state-of-the-art technology, equipment, and/or light and sound systems; participates in professional development activities as appropriate.
- Successful candidates will be adept at managing competing priorities, navigating emergent challenges, and proactively identifying and mitigating risk.
- Proactive in developing and improving skills and if needed participate in further training.



- Certified/Versed in safety guidelines as outlined by the United States Occupational Health and Safety Administration and Chinese Authorities.
- First Aid certified or willingness to take training.
- Native or near-native proficiency in both written and oral English required.
- Written and oral Mandarin helpful but not required.

Work Conditions

- Work normally performed in professional theatre requires working in tight spaces, under low light levels and at heights. Exposure to electrical wires.
- Moderate physical activity. Required to lift, carry, and push tools, equipment, and supplies weighing 20 kilograms.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Expose to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrically energy.
- Ability to climb ladders, use power and noise producing tools and equipment.
- Hear and see in the normal audio range with or without correction.
- Must be willing and able to work flexible hours/days, including evenings and weekends, reflective of the dynamic schedule of the theater.

Education & Experience

- MFA in technical theatre (preferred), BA (required).
- At least 5 years successful experience as a Technical Director in educational or professional theatre.
- Experience working in an English-speaking environment, possibly in international education.

Interested applicants should submit a cover letter, CV and statement of educational philosophy to hr@keystoneacademy.cn. Position will be posted until filled.