



DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	SCENE SHOP SUPERVISOR/TECHNICAL DIRECTOR (part-time, average 20 hours/week during regular academic sessions with annual total not to exceed 600 hours)
PERSONNEL CLASSIFICATION:	SUPPORT STAFF - NONEXEMPT
DEPARTMENT:	THEATRE ARTS
POSITION SUPERVISOR:	DEPARTMENT CHAIR
DEPARTMENT HEAD:	VICE PRESIDENT FOR ACADEMIC AFFAIRS

OVERVIEW: The Monmouth College Theatre Department has a fully equipped shop to serve the production needs of a 4-show main stage session.

PRIMARY DUTIES: May include, but are not necessarily limited to the following:

- Overseeing and managing all aspects of the scene shop, including maintaining shop equipment and stock, and attending weekly production meetings.
- Overseeing and managing the costume student staff as well as mentoring undergraduate student designers.
- Construct and supervise construction of scenery for 5-6 productions per year.
- Read blueprints and, preferably, complete drafting related to responsibilities.
- Supervise proscenium fly house and black box theatre in separate venues.
- Supervise hanging and wiring of traditional and intelligent lighting fixtures.
- Operate motor vehicles, including light trucks, as needed to fulfill responsibilities.
- Provide personal light truck at own expense, including insurance and licensing, to transport tools and supplies (pickup truck, etc.) with mileage reimbursement provided by College for authorized and documented mileage based on reimbursement rate reflected in the "Monmouth College Travel Policy" as periodically revised (Note: estimated that approximately 300 miles driven each academic year).
- Other duties as assigned.

GENERAL EXPECTATIONS OF POSITION: Regular attendance at work as scheduled. Maintain timely work hours as assigned by immediate supervisor and approved by Personnel Office. Conduct is expected to be professional and courteous. Instructions and assignments are

to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College.

WORK RELATIONSHIPS: Reports to the departmental chair and, through the chair, to the Vice President for Academic Affairs; works directly with other departmental faculty and student workers. Daily contact with students, staff and faculty.

EDUCATION, EXPERIENCE, AND CERTIFICATION: High school diploma or equivalent and/or equivalent professional experience. Possess valid driver's license and maintain satisfactory driving record.

SKILLS, KNOWLEDGE, AND ABILITIES: Competent with safe rigging and flying practices. Carpentry, welding, painting and electrical experience preferred. Ability to read blueprints, hang and wire light fixtures for theatre, meet deadlines, and work collaboratively with student and faculty designers as well as guest designers and community members. Must be able to work independently and as a team member. Excellent interpersonal skills required. Proven ability to work courteously and effectively with others. Must be able to read blueprints and, preferably, be proficient in drafting. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this Description may be added to, amended, or deleted at any time by the Director of Personnel or position supervisors with the approval of the Director of Personnel.

DISTRIBUTION: One (1) copy of this document will be provided to both the employee and position supervisors. An additional copy will be maintained in the employee's personnel file.