



**Job Title:** Theatre/Technical Theatre Director  
For High School

**Exemption Status/Test:** Exempt

**Reports to:** Campus Principal/Visual and Performing  
Arts Director

**Date Revised:** February 20, 2015

**Dept. /School:** Assigned Campus

**Funding Source:** GISD Teacher Salary Scale  
Plus \$3,671 Stipend (192 Days)

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**Primary Purpose:**

Provide students with relevant learning activities and theatre arts experiences to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop theatre competencies and interpersonal skills to function successfully in society. Recruit and develop students in theatre performances. UIL One Act Play and other assigned competitions as directed by the Garland ISD Fine Arts Director.

**Qualifications:**

**Education/Certification:**

Bachelor's degree in theatre from an accredited college or university  
Valid Texas teaching certificate in Secondary Theatre Arts  
Demonstrated competency in the field of theatre arts  
ESL Certification preferred

**Special Knowledge/Skills:**

Knowledge of overall operation of a high school theatre arts program  
Knowledge of state standards for theatre arts, curriculum and instructional strategies for high school theatre  
Knowledge of UIL rules and regulations pertaining to theatre arts and One Act Play  
Ability to implement policy, procedures, and data  
Ability to manage high school budget  
Demonstrated ability to perform basic computer skills and use other technology required by the district  
Demonstrated ability to discuss the use of drama and conventions of theatre to develop student concepts about self, human relationships and the environment  
Demonstrated familiarity with theatre production and methodologies, such as staging, acting techniques with strong skills in technical theatre: light and sound design, set design, costumes, make-up, marketing and promotion  
Strong instructional communication, public relations, organizational, leadership, and interpersonal skills  
Willingness to advance knowledge by attending workshops, conventions, and staff development sessions

**Experience:**

At least one year of field experience or approved internship with professional recommendations or experience as a successful tech director

**Major Responsibilities and Duties:**

**Program Planning**

1. Direct high school theatre performers and technicians
2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in theatre performances
3. Provide for theatre participation at extracurricular events including performances and UIL activities
4. Arrange transportation, lodging, and meals for out-of-town events
5. Comply with federal and state laws, State Board of Education (SBEC) rule, TEA and UIL rules, and board policy pertaining to theatre
6. Support theatre booster club activities
7. Maintain/establish theatre club and/or Thespian Society meetings and activities
8. Design and implement plans for recruitment and retention of students at the middle school and high school levels
9. Recommend policies to improve program
10. Communicate with the campus activities director to schedule use of the auditorium facility
11. Help supervise and maintain the use of the auditorium equipment, creating a safe environment for students and teachers
12. Conduct weekly, monthly and semester safety checklist for auditorium space

### **Budget and Inventory**

13. Ensure that programs are cost-effective and funds are well managed
14. Compile budgets and cost estimates based on documented program needs
15. Coordinate fund raising activities and manage funds
16. Maintain current inventory of all fixed assets within department
17. Oversee process of maintaining, cleaning, and storing all theatre equipment/supplies/costumes

### **Instruction**

18. Develop and implement plans for theatre program and show written evidence of preparation as required
19. Prepare lessons that reflect accommodations for individual student differences
20. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations
21. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
22. Conduct ongoing assessments of student achievement through formal and informal assessments
23. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students

### **Student Management**

24. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook
25. Maintains proper and appropriate discipline among students during theatre contests, practice sessions and while on trips off school property
26. Encourage, by example, and through instruction, sportsmanlike conduct in all phases of theatrical participation and competition
27. Accompany and supervise student on out-of-town trips
28. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

### **Communication**

29. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
30. Maintain professional relationship with colleagues, students, parents, and community members

### **Collaborative Partnerships**

31. Work as an equal partner with your Theatre Co-Director
32. Work as a cohesive fine arts team to produce collaborative musical productions, share performance and rehearsal space as well as provide technical help for other fine arts performances
33. Provide technical support for campus and facility rentals with student workers and campus personnel
34. Train Fine Arts personnel on the auditorium sound and lighting instruments

### **Mental Demands/Physical Demands/Environmental Factors**

Ability to maintain emotional control under stress  
Frequent in-district and occasional state-wide travel  
Frequent interruptions  
Meeting deadlines with severe time constraints  
Working irregular or extended work hours  
Prolonged standing and walking  
Frequent stooping, bending, pulling and pushing  
Occasional lifting of heavy objects, climbing, balancing and reaching  
Occasionally exposed to paint and other fumes  
Expected to use shop power tools (saws, drills, etc.)  
Expected to use lighting and sound equipment

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.