

Alverno College
Non-Exempt Position Description

Position Title: Theatre Technical Director

Date: January 2026

Department: Media Hub

Status: Part Time/12 Month

Reports To: Media Hub Director

Primary Function: Maintain awareness of schedule for college theater and event spaces and provide appropriate technical support for a wide range of campus events including, but not limited to: musical performances, recitals, dance performances, theatrical presentations, academic events, community events, and other events as needed.

Principal Responsibilities

1. Collaborate with Alverno *Media Hub* and *Alverno Event and Space* staff and rental clients to review technical riders for all events, performances, and external rentals.
 - a. Manage expectations and negotiate technical alternatives within budget if costs are excessive
 - b. Advise artists and renters on practical solutions to technical aspects
2. Manage crew of technical personnel, on-call staff, and technical consultants in accordance with the College's policies and applicable laws.
 - a. Proactively recruit, hire, schedule and supervise staff for events.
 - b. Schedule and contract sound engineers and backline providers when needed.
3. Work as part of *Media Hub* staff to perform on and off campus Audio/Visual equipment set up and event staffing.
4. Work as part of the *Media Hub* staff to assist students, staff, faculty and guests with troubleshooting, classroom support, and lab-based project assistance as needed.
5. Assist *Alverno College Departments* with various set ups and performances.
6. Design and run lighting and sound setups, including any AV needs for performances.
7. Review and manage all guest artist riders to ensure accurate delivery.
8. Manage all aspects of external theatre rentals, including contract negotiation and execution of external agreements.
9. Orient facility renters and *Alverno* users to safety, technical characteristics and other areas of facility operations; facilitate the use of the technical facilities by *Alverno* artists or others renting the facility
10. Monitor the condition of equipment including lighting, sound, and rigging equipment; perform basic repairs or arranges for the repair and replacement within budgetary constraints; perform preventative maintenance on equipment.
11. Maintain inventory and order specialized supplies.
12. Maintain an awareness of current technical / theater practices and trends.
13. Comply with safety procedures and maintain clean and orderly work areas.
14. Submit purchase orders and payment requests, keep accurate records.

15. Assist Media Hub staff with the operation of the business functions of the Media Hub
 - a. Request purchase orders using Colleague being aware of current budget balances.
 - b. Purchase all equipment and supplies, batteries, media, projector bulbs etc.
 - c. Maintain relationships with vendors for information, quotes, and purchases.
 - d. Negotiate prices, request quotes, compare, ask for discount, select vendors.
 - e. Receive all AV equipment, pick up packages from the mailroom; attach ID tag and barcode labels as necessary. Process new equipment add to inventory.
 - f. Maintain records for billing and receipts on all purchase orders.
 - g. Check received invoices for accuracy and send to accounts payable in timely fashion.
 - h. Maintain Inventory for equipment used in classrooms.
16. Participate in college and department meetings.
17. Perform other tasks as requested to support the mission of the College.

Qualifications

1. Requires Bachelor's degree in Technical Theater or substantial demonstrated experience.
2. Requires knowledge of theater practices, lighting, sound, and construction techniques.
3. Must have working knowledge of computers including CAD and Microsoft *Word*, *Excel* and *Outlook*.
4. Requires a flexible and collaborative work style and the ability to interact effectively with a variety of audiences internally and externally.
5. Requires the ability to listen carefully, communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write and complete documents such as work orders, contracts and general correspondence.
6. Requires strong organizational skills and the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans.
7. Demonstrated effectiveness at meeting deadlines and working in a fast paced environment.
8. Must have basic math skills.
9. Requires strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
10. Requires the ability to frequently work at non-traditional times (evenings and weekends).
11. Must have valid Wisconsin driver's license and good driving record.
12. Requires the ability to regularly walk, talk and hear. Must be able to lift 50 pounds frequently and repeatedly. Requires the ability to frequently stoop, bend, walk and stand. Must have good manual dexterity. Must be able to climb ladders. Must be able to work comfortably and safely at heights over 30'. Must be able to work from elevated and/or uneven surfaces. Must have normal color vision and hearing.

Working Conditions

Work is generally performed in a theater or scene shop setting. Weekends and evenings required. Occasionally, events may require work beyond scheduled hours, up to and including mandatory overtime.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

In accordance with the Americans with Disabilities Act (ADA), Alverno College will provide reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application or interview process, please contact HR@alverno.edu.

Alverno College is an Equal Opportunity Employer and committed to workplace diversity