



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

Employment Opportunities

Job Vacancy Announcement

Instructor of Technical Theater / Technical Coordinator

UA - Pulaski Technical College in North Little Rock, Arkansas is accepting applications for Instructor of Technical Theatre/Technical Coordinator. The Center for Humanities and Arts (CHARTS) is a state-of-the-art facility containing a 456-seat theater, black box theater, performance/dance studio, green room, dressing rooms, costume shop and woodshop. The Instructor of Technical Theater/Technical Coordinator is both a faculty and staff position that reports the Dean of Fine Arts and Humanities and the Vice Chancellor of Advancement.

Teaching responsibilities include Stagecraft/Lighting Technology and Fundamentals of Theater Design. Additional responsibilities include teaching practicum classes that involve scenic and lighting design for spring and fall semester theater productions, as well as overseeing all aspects of student-led set construction, lighting design, etc. The Technical Coordinator must have a thorough understanding of all aspects involved in technical theater, including construction, lighting equipment, rigging, sound, time management, design, and safety. Prior teaching experience is required, and the ability to mentor and instruct students in the above skills is critical.

In addition to teaching, this position also assumes the role of Technical Coordinator and will assist with all sound and lighting needs and operate equipment without supervision in the CHARTS facility. Primary duties include the lighting, sound, and setup for events. The position will be responsible for the back of house operations for all performances. Will ascertain and organize light and sound requirements of educational and performance groups; coordinate, supervise, train, and direct both student-based and professional work crews; conduct preventative maintenance on equipment; and perform other duties as required and/or assigned. Must have the ability to work a flexible schedule, including occasional extended hours, evenings, weekends, and/or off campus as job demands.

GENERAL RESPONSIBILITIES:

- Operates, maintains and safeguards the technical assets of the CHARTS facility, including supervising the use of lighting, sound, equipment, and the use and maintenance of stage and event facilities;
- Determines the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates;

- Designs, sets up, maintains, and operates equipment for performing arts, music, conferences, special events, and other productions and projects; assists guests with technical matters;
- Advises production managers, lighting and sound designers, on the technical specifications, costs and usage of technical equipment required for the individual show, and supervises the implementations of approved technical designs;
- Supervises and assists with event setup;
- Assists in recruiting, training and assignment of volunteer or paid technical staff for individual shows;
- Orients facility renters and visiting productions to safety, technical characteristics and other areas of facility operations; facilitates the use of the technical facilities by the resident company and others engaged by or renting the facility;
- Monitors the condition of equipment including lighting, sound, and rigging equipment; makes recommendations for the repair and replacement within budgetary constraints;
- Assists with the preparation and control of production budgets; maintains inventory and orders specialized supplies;
- Attends technical rehearsals, in order to supervise and assist in the technical aspects of the show;
- Makes recommendations to leadership regarding capital purchases of technical equipment;
- Ensures that technical staff receive appropriate training and development
- Ensures a safe working environment and compliance with all Health & Safety and licensing regulations, including liaison with relevant authorities; and
- Assists the Office of Advancement in general support as needed.

MINIMUM QUALIFICATIONS:

A Master's degree with 18 subject specific college graduate hours from an accredited university is required. Two years teaching experience at the college level is preferred. Must possess a thorough knowledge of the teaching field, a commitment to high academic standards, a dedication to student success, and excellent written, oral communication and interpersonal skills.

DEADLINE: Open Until Filled

SALARY: \$50,000.00

APPLICATION PROCEDURES:

Interested candidates should submit a UA - Pulaski Technical College employment application, resume and copies of unofficial transcripts to: UA - Pulaski Technical College, Office of Human Resources, 3000 West Scenic Drive, North Little Rock, Arkansas 72118.

http://www.uaptc.edu/human_resources/employment-opportunities