

PROCTORS

TITLE: Technical Theatre Instructor, The Adeline Graham Theatrical Training and Innovation Center at Proctors

DEPARTMENT: Operations/School of the Performing Arts

REPORTS TO: Operations Director/Creative Workforce Manager

JOB SUMMARY:

Proctors is the Capital Region's leading regional arts organization with performing arts venues in Albany, Schenectady and Saratoga, and education, civic engagement and economic development initiatives throughout the region. The School of the Performing Arts is the education wing of the organization, offering a robust series of training programs, classes and engagement programs in each venue, in schools and throughout the community.

In January, 2018, Proctors will unveil a 12,000 square foot training center, where the next generation of stars, on and off stage will gain the hands-on experience needed to succeed in dozens of career paths in the creative fields. Many of Proctors excellent training programs will be hosted there and new programs will be offered toward this mission in the coming years.

Proctors is seeking a Technical Theatre Instructor for the center, to instruct youth in the elements of theatre production, while simultaneously teaching them how to run the various Addy facilities through hands on experiences. A creative leader is sought, who can support this workforce development model and inspire youth to explore and succeed in new career paths, as well as to oversee the technical needs of the new facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Instruct students in all technical aspects of theatre (including but not limited to: lighting, scenic, costumes, sound, rigging, props, special effects, safety and stage/production management).

- Serve as Technical Director of The Addy

 - Must have a working knowledge of all the technical equipment at the Theatre. Lighting, Audio, Projection, Soft goods, etc

 - Responsible for assisting users or employing operators for the equipment.

- Must have basic set building skills and costume repair.
- This is a hands-on job. Must be able to do moderate lifting, spend time on your feet, dealing with all aspects of technical theatre and requires flexibility in hours worked.
- Contribute to planning sessions, curriculum development, student assessments and grading (where applicable).
- Create lesson plans for all projects.
- Instruct technical classes, workshops and assist on production aspects of summer programming
- Provide educational feedback and updates to Creative Workforce Manager

POSITION QUALIFICATIONS:

- Associates or Bachelors Degree in related field.
- Experience teaching/working with students ages 14-21 with a wide range of skill levels.
- Experience work with all technical aspects of theatre.
- Must be dependable and self-motivated.
- Must have professional demeanor and appearance.
- Must have the ability to work and communicate effectively with people of diverse backgrounds.
- Must be a team player that is able to work well with others.
- Must possess strong verbal and written skills.

SALARY: Based on experience

BENEFITS: Full benefits, access to other employee benefits (in employee handbook)

DEADLINE: October 10, 2017.

START DATE: November 1, 2017

Submit resume, cover letter and two references to hr@proctors.org.
No phone calls, please.