



# American International School of Lusaka

Every student thrives

## Theatre Technical Manager

### Role Purpose:

This specialist works to maintain a high level of innovation and knowledge in the areas of theatre, film, music, AV technology and connected learning. The specialist manages and maintains a safe, welcoming and functioning performance facility for the students of AISL and the greater community. They work closely with the Performing Arts faculty, maintaining the balance between the Performing Arts Center (PAC) as a classroom first and a community outreach center second. Furthermore the specialist works with the faculty to support curricular and co-curricular performance experiences across theatre, film, music (band and choir) and the wider arts. The specialist is responsible for providing overall mechanical, electrical and technical support in operating and maintaining the equipment in the theater and music spaces.

### Reports to: Arts Learning Leader

### Responsibilities:

- Collaborates on all major theatrical productions, music concerts, film screenings, assemblies, professional learning events, and meetings held in the PAC.
- In conjunction with the faculty of Theatre/Film, Music and Art, assists in the design and operation of lighting and sound for shows, exams, and events.
- Serves as a knowledgeable resource to school leaders, teachers, students and community representatives who use the theatre, music and other AV dependent spaces.
- To maintain all technical equipment for the Performing Arts department. (i.e. lighting instruments, lighting board, cameras, computers, audio equipment, music technology software and hardware, amplifiers, speakers, instruments, PA systems, film equipment, etc).
- Maintain a safe, secure and clean environment for the students, technicians and patrons at the theatre.
- To mentor and supervise students during productions, concerts, & other live performances in conjunction with Performing Arts teaching staff
- To mentor and work with students using digital audio workstations and related software and hardware.
- Supporting all school and productions and events with respect to crewing, equipment, information, and communications. This includes but is not limited to concerts, recitals, assemblies, dance shows and theatre musicals and/or plays.
- In conjunction with the Arts Department, rig, focus and operate lighting, sound and staging for events.
- Serve as a representative of the school for all non-AISL events held in the PAC. (Performing Arts Center)
- Liaise with the Head of Maintenance in maintaining the physical upkeep of the facility.
- Document and record all major school theatrical productions and music performance events.
- Serve as a resource for videography and video related activities around campus.
- Supports events which engage with community stakeholders including; ISSEA, ISAZ, Open house, student-led events, musical concerts, and other events as needed.
- To demonstrate, and assist staff and students in the safe and effective use of specialist equipment/materials within the Performing Arts department and share best practice - working with digital music tools.
- Undertaking any other duties or one-off tasks at the reasonable request of the Arts Learning Leader.

**Terms of Employment:** Twelve-month year. Vacations to be determined in agreement with the School Director and the Human Resources Manager in consultation with the Arts Learning Leader.

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**Qualifications/Attributes:**

1. Collaborative, forward minded, innovative thinker, and solution orientated.
2. Ability to work with people in a creative and ever changing technology environment.
3. Ability to mentor students in the use of technology, lighting, sound equipment and DAWs
4. Ability to operate, repair and maintain Arts equipment
5. Proficiency in the safe use of power tools
6. Three years practical theatre and/or music industry related experience
7. Strong videography skills are highly desirable
8. Demonstrates the highest level of confidentiality
9. Organizational ability, initiative, and effective communication and interpersonal skills.
10. Experience using technology applications that enhance communication, organizational operations, and school improvement efforts.