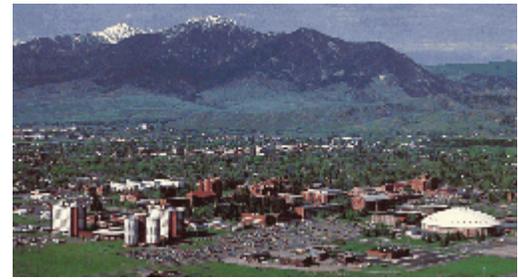




Montana State University
Bozeman

Professional Position
Vacancy Announcement



Technical Director
College of Arts and Architecture, School of Film and Photography

Search Number (HR will assign)

Start Date Upon successful completion of search process

Appointment Full-time (1.0 FTE)

Salary Competitive, commensurate with experience

Community Information Founded in 1893 as a Land Grant University, Montana State University (MSU) is composed of eight academic colleges and a graduate school and boasts a friendly, supportive faculty and campus environment. Currently, the University hosts an enrollment of over 13,000 students, including approximately 1,900 graduate students. MSU is recognized as one of 106 U.S. Research Universities representing the top tier of the Carnegie Foundation rankings.

MSU is located in Bozeman, Montana, an extended community of about 70,000 nestled in the Rocky Mountains in southwest Montana. In addition to providing access to an extraordinary ecosystem for teaching and research programs, Bozeman is renowned for year-round recreational and cultural opportunities to include access to world class ski areas, multiple blue ribbon trout streams and the Gallatin National Forest. The local airport is served by four national airlines and is the second busiest airport in the state.

Named an All American City, Bozeman boasts high-quality medical facilities, a very low crime rate, many fine restaurants, acclaimed public and private schools, a symphony orchestra and choir, an annual opera, and nationally known events such as the Sweet Pea Festival of the Arts held in early August of each year. Powder Magazine identified Bozeman, with "three distinctly different" major ski resorts within an hour's drive, as the number one place to live and ski in its November 2010 Magazine. Bizjournals.com ranked Bozeman #2 on the list of American Dreamtowns - small towns that offer the best quality of life without metropolitan hassles. The K-12 educational system, growing reputation of Montana State University, and pristine natural environment of the area combine to make Bozeman one of America's most desirable university towns. Bozeman is located in the beautiful Gallatin Valley, 90 miles north of Yellowstone National Park.

Overview Montana State University seeks a Technical Director for the University Black Box Theatre. The facility is a shared performing arts space utilized by The School of Film and Photography, Montana Shakespeare in the Parks, and supports a variety of campus and community events. The TD will oversee all aspects of technical production including supervision and maintenance of theater infrastructure and equipment. Qualifications include a Bachelors degree in Technical Theatre or equivalent professional technical theater experience. The position requires in-depth knowledge and experience in all areas of theatre technology including lighting, sound, scenic, and facility management. Must be detail-oriented, able to maintain a flexible schedule, able to multi-task, have excellent management skills, and be an assertive and self-driven individual. Design experience is desirable. Salary is commensurate with experience and full

benefit package.

The Black Box Theatre is a facility that houses the office space for both Montana Shakespeare in the Parks and the MSU School of Film and Photography. The performance space is a 50'x50' flexible black box theatre with a 200 seat capacity and a connecting 1000 square foot scene shop, lighting and sound booths, fixed catwalks as well as a two rolling catwalks. The lighting system consists of a full ceiling pipe grid with 192 circuits and DMX 512-A. The lower floor of the building contains two dressing rooms/restrooms and one common greenroom/ makeup room. There is a small costume shop and two major storage rooms for sets, props and costumes.

Montana Shakespeare in the Parks is a professional theatre company housed at Montana State University's College of Arts and Architecture. For most of the year, MSIP tours the northern Rockies with a combination of summer theatrical productions, educational theatrical tours during the school year and a winter production at the Black Box Theatre to finish out the season. Over the past 45 years, the program has grown from a short summer tour to a ten-week tour of about 65 communities throughout Montana, northern Wyoming, Eastern Idaho, western North Dakota, and eastern Washington.

Duties and Responsibilities

- Manage, maintain, operate, and safeguard all technical theatre aspects of the facility including the scene shop, theatre, lighting, sound, and storage areas.
- Develop, implement and manage annual production schedules for all events occurring with Montana State University's Black Box Theatre.
- Manage and develop all production meetings and facilitate all technical rehearsals and previews for all university related programming, including Montana Shakespeare in the Parks productions and incoming professional events that require the usage of the Black Box Theatre.
- Manage and maintain all MSU Black Box related storage units, including budgeting the annual cost of storage.
- Manage all technical staff, including the Properties Master, Costume Shop Manager, Stage Management, and Sound/Electrics Manager.
- Repair and troubleshoot equipment as necessary.
- Train and supervise crews, students, and outside renters using the facilities.
- Potential for additional design work and related projects

Required Qualifications

- Bachelors degree in a relevant discipline
- Minimum three years professional experience in technical theatre
- Knowledge and experience in all basic areas of technical theatre including, scenic construction, lighting, sound, maintenance and operation of stage facilities.
- Experience supervising technical crews

Preferred Qualifications

- MFA in relevant discipline
- Design credits in at least one area: sound, lights, and/or scenery
- Digital media production experience

The Successful Candidate Will

- Demonstrate technical proficiency, ability to troubleshoot.
- Have the ability to work under pressure on many projects with people of varying experience levels.
- Demonstrate strong verbal communication, diplomatic and leadership skills.
- Be detail-oriented, assertive, self-driven, and able to maintain a flexible schedule that may include early mornings, evening and/or weekends.
- Ability to exercise good judgment and discretion, and maintain a positive attitude in stressful

environment

Additional Requirement

1. In accordance with MSU policy, hiring will be conditional upon successful completion of a pre-employment background check.
2. Valid drivers license (commercial driver's license preferred)
3. Ability to lift 40lbs., climb ladders, and perform manual labor on an occasional, as-needed basis
4. Night and weekend hours are required as needed.

Application Deadline

Screening of applications will be on a rolling basis and will continue to be accepted until the position is filled.

Application Procedure

To apply, submit all of the following:

- (1) Cover Letter, **and**
- (2) a current resume **and**
- (3) the names, addresses and telephone numbers of three (3) current professional references.

An application packet including all of the above items as listed is highly encouraged. Missing materials and/or information may not be requested and may result in your application not being considered for the position. Applications can also include the following optional materials:

Optional Materials

- (1) Portfolio showing design experience, either scenic, lighting or sound; **and/or**
- (2) A current curriculum vitae

Electronic submissions in PDF format are preferred. For electronic submittals, please indicate "Applicant – Technical Director" in the subject line of the email.

Submit to:

Anna Neikirk
Production Manager/Chair Search Committee
Montana Shakespeare in the Parks
College of Arts and Architecture
Montana State University
PO Box 174120
Bozeman MT 59717-4120
(406) 994-3310
anna.neikirk@montana.edu

Posted

HR use

Montana State University is committed to continually supporting, promoting and building an inclusive and culturally diverse campus environment and strongly encourages applications from female and minority candidates.

Montana State University is an Affirmative Action and Equal Opportunity employer and educational institution. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, national origin (ancestry), sex, sexual preference/orientation, marital or parental status, age, creed, religion or political belief, mental or physical disability or status as a veteran. As a commitment toward the University's mission to be inclusive and diverse, applications from qualified minorities, women and persons with disabilities are highly encouraged.

Montana State University makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference or request accommodation, contact Human Resources P.O. Box 172520, Montana State University, Bozeman MT 59717-2520; 406-994-3651; humanresources@montana.edu

MSU's Affirmative Action Non-Discrimination Policy and Procedures can be located on the MSU Website: www2.montana.edu/policy/affirmative_action/
