Westridge School is an independent day school for girls located in Pasadena, California. Founded in 1913, the school has an enrollment of approximately 500 girls in grades 4 through 12 and has a long-standing reputation for the excellence of its academic program. Westridge is committed to educating intellectually adventurous thinkers, and courageous, compassionate leaders. Westridge is a vibrant and diverse community that is grounded in the commitment to goodness in all aspects of life and learning. Students are encouraged to learn and thrive in new ways, to try new things, and to be resilient. The school balances challenging academics and a focus on leadership development with a deeply engrained culture that prioritizes physical and emotional wellness and treating oneself, others, and the world with integrity, respect, responsibility, and inclusion. At Westridge, girls gain the confidence and courage to stand up and speak for the ideals of responsibility and integrity as they take their places in an ever-changing world.

Westridge is seeking a skilled and highly-capable Technical Director to join our Theatre Department. Reporting to the Director of Theatre and working within an existing robust and energetic team, the ideal candidate will have a high aptitude for quality work along with strong organizational skills. The Technical Director is responsible for the organization of all elements of the technical production process for all Performing Arts productions (theatre, orchestral/choral music, dance) held within our Performing Arts Center. Our Performing Arts Center has two theatre spaces: one 450 seat auditorium and one 75 seat black box theatre. This position will support campus wide events as needed.

**Specific Responsibilities Include:**

**Performing Arts Center (PAC)**
- Operate, maintain, and safeguard the technical assets of the PAC, including supervision of lighting, sound, and communication equipment, along with the overall use and maintenance of the facility.
- Monitor and inspect the condition of the lighting, sound, and rigging equipment regularly; schedule repair and replacement as needed in coordination with the Director of Theatre and the Director of Facilities.
- Maintain supply inventory- ordering as needed.
- Make capital improvement recommendations.
- Identify and secure technical supports as needed for PAC events and performances in timely manner.
- Maintain a clear, safe, and orderly theatre space ensuring student safety at all times.
- Assist with graduation and recognition staging and set-up.

**PAC Technical Oversight**
- Advise directors, production manager, lighting designer, and sound designer on the technical specifications, costs, and usage of technical equipment for all productions.
- Research and purchase materials for all technical elements of production within set budget.
- Supervise builds, light hangs and focuses, and other technical production needs.
- Coordinate load-ins and organize the strike and clean-up for all PAC productions, including those held in the black box theatre.
- Coordinate sound, light, and audio-visual reinforcement needs for all PAC events.

**Theatre Department Support**
- Collaborate with Scenic Designer to generate working drawings for construction.
- Participate in technical week rehearsals and provide direction as needed regarding all technical aspects of the production.
- Support theatre staff in oversight of all student crew responsibilities.
- Ensure proper setup for all Black Box and main stage theatre needs including theatre classes, class presentations, rehearsals, and performances.

**Music/Dance Department Support**
- Coordinate all technical needs for music and dance concerts.
- Assist in coordinating rehearsal schedules for music and dance concerts.

**School Assemblies and Campus Events**
• Coordinate all media formatting, projection, and computer needs with IT department and test equipment prior to each event.
• Test sound and lighting systems in coordination with other technical staff.
• Train appropriate faculty, staff, and student leadership on various technology needed for events and assemblies.

Knowledge and Skills:
• 3-5 years experience overseeing technical aspects of theatrical productions, preferred
• 1-3 years experience teaching or working with students.
• Excellent project management and organizational skills.
• Ability to embrace a collaborative work style and interact in a positive and proactive manner with all school constituencies.
• Strong interpersonal, written, and oral communication skills.
• Proficiency in Microsoft Office Suite (Word, Excel, and Outlook) and AutoCAD required.
• MAC and PC knowledge.
• Demonstrated experience of maintaining safe working practices for theater including but not limited to scenery construction and rigging, light hang and focus, and audio equipment.
• Extensive knowledge of sound reinforcement (both indoors and outdoors) including wireless mics.
• Criminal background check and clearance required.

Schedule
This is a full-time non-exempt position with the flexibility to work evenings and weekends when necessary.

To Apply
Send cover letter, resume, and references to Jobs@Westridge.org. Include “Technical Director” in the subject line.

Westridge School is an equal opportunity employer. Applicants are evaluated without consideration of race, color, religion, gender, national origin, age, sexual orientation, marital status, disability, veteran status or any other characteristic protected by applicable law. For more information: www.Westridge.org.