



Job Profile

Job Title:	Technical Production Specialist
Department:	The Arts
Date:	11/07/25

Job Status:

Exempt ☒	Non-Exempt ☐
Full-time ☒ 11-month	Part-time ☐

General Summary

What is the primary purpose of this position?

The Technical Production Specialist at St. Francis Catholic High School oversees all of the technical elements, including all lighting and sound needs, for theater productions, including music, and dance concerts, as well as assemblies, masses, and special events. The person in this role is required to interact thoughtfully and respectfully with students, staff, parents and community and is expected to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento, and to adhere to the directives set by school administration. This is an 11-month, exempt position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

General Productions

- Oversees all lighting, sound, scenic and technical elements. Present for calendared stage productions, assemblies, masses, and special events.
- Oversees the design, construction and painting of the sets for arts productions, including organizing production schedules in collaboration with the Director of the Arts/Producer and Arts Council.
- Supervises students and volunteer crews in the execution of basic set builds.
- Provides a comprehensive learning experience for students, staff, and parents serving on construction and running crews by instructing them in the technical aspects and safety procedures involved in scenic construction, lighting, and sound.
- Successfully fosters and supports an inclusive educational environment.
- Creates a safe, positive, achievement-oriented and structured learning environment that excites students and supports learning.
- Maintains a clean and safe backstage at all times for set construction, adhering to safety guidelines. Maintains a strong and consistent focus on safety standards.
- Maintains the cleanliness and safety of all storage areas.
- Secures and oversees all contractor needs.
- Assists with construction and crew calls.



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- Collaborates with the Director of the Arts and the Theatrical Director to collect applications and select students for production roles.
- Participates in the Arts annual production budget process, reviewing design, construction and technical needs.
- Leads all Tech Rehearsals to ensure lighting, sound, and set appropriately supports and enhances the production. Participates in all production meetings, dress rehearsals, and striking of sets.
- Participates in and contributes to the post-mortem process of all events in the Arts building to continuously assess policies and procedures for efficacy, safety, and inclusivity.
- Prepares budget for supplies, equipment, maintenance and upkeep.

Design Shop and Stage Oversight

- Coordinates all scenic and technical activities for arts productions with the Director of the Arts/Producer; coordinates all shop and stage activities with other staff members and oversees technical crews and staff.
- Implements and maintains policies and procedures to ensure the safety and maintenance of all shop, lighting, and technical sound equipment.
- Oversees annual cleaning and maintenance of all lighting equipment.
- Oversees annual maintenance of sound systems, equipment, and storage.
- Oversees preventive maintenance of the lights, speakers, light/sound boards and media tower in the Theater.
- Schedules inspections for theatrical systems and ensures all necessary certifications.
- Organizes and oversees semi-annual maintenance of the costume and prop storage rooms in collaboration with Tech Club and Patrons of the Arts.
- In collaboration with the Director of the Arts, develops three-year plans for technical improvements, upgrades, and repairs.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor of Fine Arts Degree required, with an emphasis in theater technology preferred.
Masters of Fine Arts, Technical Theater preferred.

Job experience:

Three to five years of experience directly related to the duties and responsibilities specified.
Theater experience in a school setting is highly desirable. Teaching experience preferred.

Technical/Functional skills:

- Ability to teach technical skills to high school students.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.
- Experience with lighting, sound, and set design.



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- Experience with shop management and operations.
- Strong carpentry skills, welding skills a plus.
- Knowledgeable in computer applications such as Vectorworks and QLab. Ability to quickly learn technology.
- Ability to run and program a lighting board (LED lights, ETC Ion board).
- Strong communication and collaborative skills.
- Ability to work independently with little direction.
- Ability to multi-task; flexibility and openness to changing priorities.
- Exceptional organizational skills; ability to prioritize and adjust to meet deadlines.
- Ability to interpret, apply, and explain safety practices and procedures.
- Working knowledge of stage rigging.
- Working knowledge of stage management/production management.

Other Requirements:

- Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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