**WDCSP Technical Coordinator**

* Stipend: $3,000
* Reports to: Technical Director
* Active Responsibility Time: May 4th- August 2nd
* Requirements
	+ Be prepared to be working with a building crew containing not only high school age participants, but also parent volunteers.
	+ Experience with set design, set construction, and lighting design.
	+ Display a calm and kind demeanor conducive to working with young children/young adults and support staff.
	+ Experience in education preferred but not required.
* Responsibilities
	+ Responsible for the set construction for the 3 shows (Kids and JR show date July 14,15,16 and Teen Show is July 28 and 29)
	+ They will be present for a pre-production meeting with the Technical Director and the Executive Business Director to discuss the details of the program (areas of the school to use, coordinating of stage time, budget, etc.).
	+ They will need to meet with the show directors by the week of May 6th in coordination with the Technical Director.
	+ They will need to submit set designs to the Technical Director and show directors by May 20th.
	+ They will need to develop a building schedule to be submitted by June 1st.
	+ Will oversee the execution of the three productions and will delegate roles as needed. Roles include:
		- Stage manager
		- Stage hands
		- Light board operator
		- Spotlight operator(s)
		- (Will Delegate roles to volunteers as needed)
	+ Lighting designs for the different shows must be completed by July 9th for the Children’s/Junior Show, and July 23rd for the Teen Show.
	+ Create a Requested Donation List and disseminate it in coordination with the Marketing Director.
	+ They will encourage our members to be a part of the set construction.
	+ They will coordinate with the Technical Director to develop ways to grow the educational side of the crew program including but not limited to: safety, basic tool identification, proper storage and clean up, and safely moving scenery during a production.
	+ They will coordinate with the Technical Director and hold two educational seminars with the stage crew volunteers, may include but is not limited to: safety, design, lighting, etc.
	+ They will oversee the completion of the constructing of the scenery.
	+ They will coordinate with the Technical Director to set up a run crew for the musical productions to ensure that the show is executed in the proper way and the safest way.
	+ They will be present for a post-production meeting with the Technical Director to discuss the productions and their future with the WDCSP.
	+ They will coordinate with the volunteer director on how to best utilize interested volunteers.
	+ They will be present for and participate in WDCSP summer fundraisers and productions, and will encourage their crew to do so as well. This includes and not limited to: the Summer Shows, the Bowling Fundraiser, and the Cabaret.