

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Technical Director

**Department:** School of Visual and  
Performing Arts

### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

**Purpose:** The Technical Director (TD) plays a vital role in advancing the production and educational objectives of the theatre program. This position is responsible for overseeing the technical operations of theatre facilities, managing scenic construction and backstage logistics, and supervising students involved in technical theatre work and practicum experiences. Oklahoma Baptist University (OBU) invites applications for this role, which may classify as either a faculty or staff appointment, with full- or part-time status contingent upon the candidate's academic credentials and professional experience. While the primary focus is on technical direction for theatre productions, candidates with additional expertise in areas such as audio engineering, video production, or creative writing are especially encouraged to apply.

### **Essential Functions:**

#### **1. Facility Management**

- Ensure that performance spaces are safe, clean, accessible, and well-maintained for students, faculty, and visiting artists.
- Maintain an efficient, organized environment conducive to learning and production.
- Supervise and schedule student assistants, ensuring they are informed of upcoming events and given adequate time to manage their availability.

#### **2. Scene Shop & Technical Production Oversight**

- Manage budgets and resources for technical and production needs.
- Lead production meetings; oversee construction of scenery, creation and/or procurement of props, and execution of lighting and sound designs.

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- Maintain all technical equipment, including tools, lighting, and sound systems, ensuring they are safe and in working order.
- Keep the scene shop and backstage areas clean, well-stocked, and functional.
- Provide students with necessary technical drawings, schematics, and visual references for assigned projects.
- Demonstrate proficiency in the safe and effective use of all technical theatre equipment.

### 3. Student Supervision & Instruction

- Supervise and mentor students enrolled in Theatre Practicum I & II labs.
- Facilitate hands-on learning experiences, guiding students through various technical processes.
- Ensure students remain organized, productive, and safe during all production periods.
- Step in to completing tasks when necessary to meet production deadlines or standards.

### Other Duties:

- Perform other duties as assigned by the department or production leadership.
- Provide additional expertise in areas such as audio engineering, video production, or creative writing to support University needs.

### Qualifications:

- Bachelor's degree in Technical Theatre or a related field, or equivalent professional experience.
- Proven knowledge and hands-on experience in technical theatre production.
- Strong organizational and people skills.
- Experience working with computerized systems and digital tools related to theatre production.

### Special Requirements:

- Must be a member of a local evangelical\* Christian church.  
\*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for "Faculty Applications" on the OBU website at <https://www.okbu.edu/hr/jobs.html>

### OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness,

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accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by GuideStone. There are numerous other benefits and opportunities for OBU employees including a FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at [HR@okbu.edu](mailto:HR@okbu.edu).