

JOB DESCRIPTION

Job Title: Technical Director, Stage & Space Collaborative (9776)

Job Summary:

Under the direction of the Superintendent and/or designee, responsible for directing and managing the Planetarium & Science Center, planning and implementing the daily staffing and operational activities of the department and training and supervising the performance of assigned personnel. This position will also provide highly complex and technical support for the production of filmed and interactive content throughout the Tulare County Office of Education (TCOE) and will be responsible for coordinating and troubleshooting various audio and visual production software and equipment.

Essential Duties:

- Develop, plan, and coordinate equipment, computer hardware and software acquisition and installation for all the needs of the Planetarium Science Center and Theater in collaboration with other directors and staff.
- Administer and maintain program data storage servers, backup systems, network and archives.
- Develop and manage the production of filmed and interactive content for use by the Tulare County Office of Education.
- Identify and resolve technology-related issues or problems to ensure systems and theaters of the Planetarium & Science Center and Theatre Company are functional with a high degree of reliability and redundancy.
- Plan, manage, and coordinate the setup for live event, conference, and competition audio and visual production.
- Plan, install, program, and support Audio-Visual and automation systems for the Tulare County Office of Education.
- Design and fabricate panels, adapters, facades, signage, and exhibits related to Planetarium, Theatre Company, Audio-Visual installation, and interactive systems.
- Prepare detailed reports, presentations, surveys, and internal communications as requested.
- Perform other related duties, as assigned.

Responsibilities: working independently under broad organizational guidelines to achieve program objectives; supervising staff and overseeing an assigned work area; managing and coordinating the use of program funds. Utilization of resources from other work units may be required to perform the job's functions. There is continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment. The job is performed under minimal temperature variations.

Skills, Knowledge and/or Abilities Required:

Skills to:

- Solve problems through research, critical thinking, and creative approaches.
- Manage multiple projects with shifting priorities and deadlines.
- Apply and interpret data, facts, procedures, and policies.
- Organize work, set priorities, and meet established deadlines in a dynamic work setting.
- Follow complex verbal and written instructions.
- Communicate effectively orally and in writing.
- Appropriate use of English word usage, spelling, grammar, syntax and punctuation.
- Operate a computer and assigned software programs.

Knowledge of:

- Computer technology, system administration, software design and programming, and software applications.
- Budget preparation and control.
- Camera, broadcast, sound recording and mixing equipment, advanced projection design and implementation.
- Adobe Photoshop, Illustrator, Apple Final Cut Pro software.
- Theater lighting and sound needs.
- Live presentation software and hardware, including but not limited to audio/video processing, switching and remote camera control.
- Sound design for conference and theater needs.
- Proper English grammar, punctuation, and sentence structure.

- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- Plan and implement technology-related projects.
- Supervise and evaluate assigned personnel.
- Operate, maintain, and repair camera, broadcast, audiovisual, and electronic equipment.
- Use CAD software with CNC and 3D printing technologies.
- Use tools, hardware, and systems related to fabrication.
- Communicate clearly and professionally with diverse stakeholders.
- Communicate effectively, both verbally and in writing, with staff and other professionals.
- Drive personal vehicle to various locations throughout the county, as needed.

Education Required:

- Associate's degree is required.
- Bachelor's degree in media arts, technology, audio video production, or a related field is preferred.

Experience Required:

- Five years of experience in coordinating and providing technical support for audio and visual productions.
- One year of experience in leadership or a management role.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: Exempt

September 2025

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.