

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Scenic Technical Director Spring 2026		
Location:	Waverly High School	Start Date:	January 2026
Salary Range/ Level:	Per WEA Master Agreement Schedule B	Terms of Employment	Feb 2026 – May 2026
Date Posted:	January 15, 2026	Application Deadline:	January 26, 2026 @ 4 pm
Application Process:	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . (See application instructions at Theater Scenic Technical Director Jan 2026) Resume and cover letter may be: <ul style="list-style-type: none">• Attached within the online application (preferred)• Faxed: (517) 321-8577• Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		
Job Description			
<u>JOB SUMMARY</u> These positions are responsible for the scenic technical direction, construction, and finishing of all scenic elements for the theatre production for spring. The job title includes involvement in most production phases, including pre-production planning, crew work days during the rehearsal period, production meetings, technical rehearsals, and strike after performances are complete. This position is responsible for supervising the scene shop; teaching and overseeing students in the safe and proper use of tools, equipment, and materials; and ensuring that all scenic elements are built, painted, installed, and maintained according to the production’s needs. This position works collaboratively with other production areas, including direction, lighting, sound, costumes, and props, and follows established policies and procedures to assist with production needs in consultation with the Theatre and Events Manager. The schedule for this position typically includes regular shop hours and occasional attendance at rehearsals for a minimum of 8 and a maximum of 12 weeks. Other hours are at the discretion of the individual hired.			
<u>ESSENTIAL JOB FUNCTIONS</u> <i>Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:</i>			

- Following and enforcing safety procedures and policies, including supervision of the scene shop.
- Teaching and supervising students in the safe and proper use of hand tools, power tools, shop equipment, and scenic materials.
- Reporting defective and hazardous equipment and conditions.
- Supervising students in the scene shop.
- Clearly communicating a scenic vision to the artistic team.
- Building, painting, and finishing all scenic elements to support and complement the director's vision.
- Creating and interpreting technical drawings, build plans, and paint elevations as needed.
- Supervising scenic load-ins, installations, strikes, and storage of scenic elements.
- Attending production meetings & check-ins.
- Collaborating with the artistic team to solve production challenges.
- Collaborating with the Theatre & Events Manager to schedule shop hours, build days, paint days, load-ins, and any other necessary work in theatre spaces.
- Following established procedures to obtain or assist the Theatre & Events Manager in obtaining necessary materials, tools, hardware, lumber, paint, or other scenic supplies.
- Creating a positive, inclusive, and educational environment for students to learn.
- Attending rehearsals as needed, making good use of the time to support production and student needs.
- Reading and understanding policies, safety guidelines, and theatre documentation.
- Supporting the production as needed, in collaboration with the Theatre & Events Manager.
- Performing other duties as assigned by the building principal or district administration.

QUALIFICATIONS

Education and Experience:

- Experience working with high school students, preferably in an instructive capacity.
- Experience with building, construction, and painting, preferably in a theatrical capacity.
- Experience managing a scene shop is preferred.
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Knowledge, Skills and Abilities:

- Excellent oral and written communication and human relations skills.
- Ability to read and write theater documentation.
- Ability to exercise good judgment, resourcefulness, and maintain effective working relationships with staff, students, and the community.
- Working knowledge of theatre terminology.
- Working knowledge of hand tools, hardware, construction and painting techniques.
- Knowledge of computer systems such as Microsoft Office Suite and other relevant software programs and their applications.
- Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT

The noise level in the work environment is typical for a school theater. There can be moments of quiet, or moments of high activity depending on the situation.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Notice of Non-discrimination

Non-Discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or msavage@waverlyk12.net.