

BELHAVEN UNIVERSITY

Theatre Technical Director/Production Assistant

Belhaven University, a Christian university committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for a **Technical Director/Production Assistant** in the Department of Theatre at the traditional undergraduate campus in Jackson, Mississippi. The full-time position is for 10 months of work covering August 1 to May 31 paid on an annual basis.

The Department of Theatre at Belhaven University is committed to preparing students academically, technically, artistically, and spiritually to serve their Community, their Collaborators, and their Creator in the world of theatre and related vocations. The department offers a BA in Theatre, with emphases in performance and production. The department produces a season of 4 mainstage productions. Belhaven University is accredited by the National Association of Schools of Theatre (NAST).

Responsibilities

- The Theatre Technical Director/Production Assistant will assist faculty and guest designers in the implementation of scenic, lighting, sound, and prop designs for the department's production season.
- Generating technical drawings and build schedules;
- Supervise student workers in production shops;
- Maintain an inventory and maintenance schedule for the department's equipment; contributing to and facilitating safe, clean, and organized workspaces in the scene shop, props room, lighting areas, and booth;
- Other duties as assigned by the department chair.

Qualifications

- B.A. or B.S. in Theatre or related field is required.
- Experience and proficiency with scenic construction is required.
- Experience and proficiency with lighting, sound, and props is strongly desired.
- Proficiency with QLab and Vectorworks is desired.
- Applicants must be able to fully support the University vision, mission and statement of faith, <https://www.belhaven.edu/about/mission/> and contribute to the spiritual and academic fellowship of the university.

To apply, please submit the following

- A cover letter outlining your suitability for this position including an explanation of your interest in Christian higher education
- A resume, including contact information for at least 3 professional references
- A brief account (750 words or less) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Go to: <https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.pdf> to review Belhaven University's Commitment statement including our employee expectations. Should you receive a job offer, you will be asked to accept this agreement by signing it.

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Email complete application packet to:

Dr. Elissa Sartwell

Chair of Theatre Department

esartwell@belhaven.edu

Employment at Belhaven University is contingent upon the results of an independent background check.