

Westminster College POSITION VACANCY

Performing Arts Technical Director

Westminster College seeks a highly qualified technical professional to manage the year-round operations of Beeghly Theatre and Orr Auditorium. Such operations include productions by the School of Music, Celebrity Series, and student organizations (Titan Theatre; Dance Theatre); class meetings offered by the School of Arts and Humanities; annual Academic Affairs events; and seasonal events as scheduled. The Technical Director coordinates with program leaders to ensure smooth and professional operations within Beeghly and Orr. This is a full-time administrative position. The Technical Director will report to the Chair of the School of Music who gathers feedback from the Chair of Theater and Director of the Celebrity Series during the annual evaluation process. A bachelor's degree is required, and a master's degree is preferred.

The Technical Director ensures that all individuals using Beeghly and Orr conduct productions safely within the limits of equipment and structure; provides consultation to on-campus and off-campus programs on suitability of requested technical riders in contracts; recommends and coordinates stage maintenance and improvement projects to the College's Physical Plant. The Technical Director trains and supervises a team of student workers in such activities as the proper operation of dimmer control board, sound system, and rigging, and assures the safe and clean operation of productions and organization of theatre spaces.

Job requirements include experience with technical theatre; stage, set, sound, and lighting design and implementation; ability to operate the live-streaming equipment in Orr Auditorium for School of Music events; clear communication skills; reliability and willingness occasionally to work odd hours; ability to understand and work within a budget; willingness and strength to handle large properties, with appropriate tools; ability to supervise student workers and work collegially with other professional staff; and the adaptability to thrive in an evolving work environment.

Westminster College is a nationally recognized liberal arts college, known for its collaborative environment, outstanding experiential learning programs, and focus on student success. The historic campus is located in New Wilmington, PA, a beautiful rural setting near Pittsburgh and Cleveland.

Applications should include a cover letter, curriculum vitae or resume, and a list of at least three professional references and should be emailed to Dr. Daniel Perttu, Chair, School of Music, Westminster College, New Wilmington, PA 16172-0001, perttude@westminster.edu by **August 4, 2025**. Applications will be accepted until the position is filled.

Westminster College is an Equal Opportunity Employer.