

BALTIMORE COUNTY PUBLIC SCHOOLS

Extra Duty Activity (EDA)

Name of EDA:	Drama/Technical Theater
School Level:	Middle and High

Description of Activity: Under the direction of the principal, the theater tech advisor serves as the faculty sponsor for the school’s technical theater services. The advisor is responsible for recruiting, teaching, coordinating, and managing student technicians. Students are given the opportunity to develop leadership and mentoring skills. Keeping an inventory of lighting, sound, and video equipment in various school performance venues is an essential part of the sponsor’s responsibilities. The theater tech advisor coordinates, manages, supports, and schedules various events throughout the school year. The sponsor also procures, manages, and maintains materials necessary for productions.

The theater tech advisor must have a working knowledge of lighting, audio, video, and computers. Basic stagecraft and construction techniques are also necessary. The advisor must have a good grasp on any safety issues that may arise. Leadership skills, such as organization and team building, are also very important.

Link to the Blueprint for Progress: The theater tech advisor provides opportunities for students to participate in technical theater activities. Students are taught to use equipment needed in technical theater and are provided with instruction on the safe operation of such equipment. Students are able to develop team building and leadership skills. The technical theater program directly supports the *Blueprint’s* Performance Goals 1 and 4.

Examples of Specific Duties of this EDA Sponsor	Estimated Hours
Preparation and Planning <ul style="list-style-type: none"> • Recruits and trains new technicians • Prepares and presents announcements and postings • Provides opportunities for peer-to-peer instruction 	10 – 25
Meetings <ul style="list-style-type: none"> • Meets with directors, teachers, sponsors, and administrators to develop an events calendar, a design budget, and address time constraints and requirements • Coordinates productions with designers, directors, choreographers, teachers, and administrators • Organizes and participates in production meetings to assess and evaluate the production status • Evaluates activity in a post-production “post-mortem” meeting in order to suggest/implement improvements • Conducts introductory meeting for technicians 	50 – 75

- Maintains extensive inventory of tools and materials, including maintenance

Other EDA Duties

70 – 100

- Supervises and coordinates the use of theatrical services for school groups and outside organizations involving pre-production, production, and post-production activities
- Visits classes to speak to students and faculty
- Organizes tech crew
- Purchases/acquires and transports equipment and material
- Constructs and erects sets and set pieces
- Hangs lighting instruments
- Sets up audio equipment
- Attends rehearsals
- Monitors student technicians
- Troubleshoots problems upon occurrence
- Serves as liaison between students, staff, and event sponsors
- Sets up space prior to production and secures space afterwards
- Inventories, repairs, returns, and/or stores props and equipment after performance
- Supplies technical support during or after the school day for school events in performing areas, assemblies, feeder school performances, and outside performing groups

Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA:

130 – 200+

Minimum Number of Students Required: 5

Annual Compensation

Drama/Technical Theater is a Level II activity.