

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/21	AUDITORIUM MANAGER	2.8.33
Effective Date	Job Title	Index

PURPOSE

To manage the auditorium facility and functions at designated location. Provide technical expertise and assistance to staff, students, and community groups in the use of the theater; supervise the site auditorium and equipment during productions; create, operate, repair, and/or maintain theater sets, props, and/or equipment; plan and organize services to meet internal and public needs. Willingness to work evenings and weekends with varying schedules.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from school Principal or designee. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Know and adhere to all district policies

Utilize and train others to utilize the new sound system, lighting system, rigging system, AV system, and control panels to maximize performances.

Oversee the implementation of theater safety guidelines and procedures.
Communicates and enforces all security regulations and protocols.

Coordinate custodial and maintenance needs.

Ensures the auditorium is clean and organized.

Serve as the liaison with the companies that provide installation, training, and maintenance of equipment.

Provides training to student workers, ushers, and house managers.
Coaches and motivates staff to deliver excellent customer service through direct oversight.

Serves as the liaison to the patrons who rent the facility.

Attends all events.

Sets up the risers, shells, microphones, and programming for each event.

Schedules and manage the student workers, ushers, and house managers.

Submits all necessary paperwork and payroll within established deadlines
Meets project and assignment deadlines

Collaborates as needed with site staff on internal production needs.

Oversees the lights, sound, and sets for site productions.

Maintains regular and consistent attendance and punctuality.

Performs other duties consistent with this job description and assignment.

DESIRED QUALIFICATIONS

Knowledge of:

Sound, lighting, rigging, and AV systems and control panels

Theater operations, play productions, set design and constructions, and stage production equipment

Auditorium safety guidelines

Interpersonal skills needed to develop strong relationships with coworkers and students

Ability to:

Operate standard office equipment including software

Plan and manage projects

Prepare and maintain accurate records

Organize and communicate information and concepts

Operate equipment used in stage productions

Present information to others

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with a diverse population of students, coworkers, and community members contacted in the course of work

Create a strong rapport with students

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience and background in technical theater support

Experience and background in theater and production management

Experience and background in instructing and coordinating students

Experience and background in collaborating with a variety of people

Work Environment:

This work is done in a school district building environment. On feet all day, with bending, lifting, standing, twisting, walking, kneeling, and climbing ladders. Must be able to lift up to 100 lb loads on occasion, and 50 lb. loads repeatedly throughout the day. Safety equipment is available to be used.

Physical Requirements:

Significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Lifting all types of weight occasionally up to 80 pounds.

Strength: Active/Heavy – Exert force to 80 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.