



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Auditorium Manager – High School

June 10, 2021

Job Summary:

The auditorium manager is responsible for the daily operations of the Center for the Fine Arts and all other associated performance spaces within the district.

Qualifications:

Required:

- A. Bachelor Degree- Bachelor of Fine Arts with an emphasis in Technical Theatre preferred, or equivalent professional experience
- B. Ability to coordinate: construction and set design, lighting design, stage rigging, audio and sound reinforcement
- C. Knowledge of professional standards of stage safety
- D. Proficient in stage/production management
- E. Ability to work varied hours including evenings and weekends
- F. Excellent communication and organizational skills
- G. Ability to build community relationships and promotional partnerships

Duties:

- A. Serve as coordinator of all scheduled CFA and other performance spaces within the district
- B. Work with groups and individuals to ensure safe, effective and proper use of the CFA, other performance spaces, and technical equipment
- C. Determine staging needs; assist with logistics of organizing equipment needs and personnel for events
- D. Work with the GLCS Buildings and Grounds Department to maintain and operate the CFA and other performance spaces
- E. Make recommendations on issues related to equipment repair
- F. Manage the scheduling and billing for all CFA events
- G. Manage and operate within annual operating budget for the CFA
- H. Promote and market CFA programs, activities, classes, special events, exhibits, and operations
- I. Manage the CFA public relations, including maintaining and regularly updating the district website for the auditorium
- J. Train students and staff to assist with operations at the CFA and other performance spaces within the district
- K. Oversee house staff during performances and run all crews on stage
- L. Coordinate post-production cleanup of all facilities, materials, and equipment
- M. Ability to lift and carry heavy equipment
- N. Establish and maintain effective working relationships with staff, students, and all members of the general public
- O. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Until filled

Start Date: 2021-22 School Year

Apply To: Candidates who are qualified and wish to be considered for this position must submit a Frontline online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Sherri Simmons, Human Resources, ssimmons@gulllakecs.org