

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – PAC Technical Director/IT Technology Specialist II

The PAC Technical Director / IT Technology Specialist II will report to the Director of Technology and has the responsibility of insuring that all activities in the PAC (Performing Art Center) are meet, as well as work as an IT (Information Technology) Technology Specialist resolving technology requests from end-users typically involving desktop hardware and software.

QUALIFICATIONS

Minimum 1 to 2 years in a related theater and technology position.

Associates degree preferred or related theater and technology certifications or disciplines.

Possess a team spirit and the ability to work cohesively with different personalities to create and maintain a positive atmosphere with co-workers and the general public.

Good communication skills both in writing and orally.

Strong ability to learn theater (sound, lighting and video systems), as well as technological advances and apply them to the job.

Working knowledge of what is needed for a live theater performance.

Working knowledge of end-user computing tools, both hardware and software, including peripherals, such as printers and scanners, as well as software, such as office software and E-mail software.

Solid understanding of end-user computing on both the Windows PC and Macintosh Computer platforms on a network environment in a school district.

Ability to diagnose and troubleshoot desktop network and application access issues and related error conditions.

Availability to work extended hours in order to minimize disturbance to daily operations.

Familiarity with industry standard security systems, backup systems, and network monitoring utilities.

DUTIES AND RESPONSIBILITIES

PAC (Performing Arts Center)

Coordinate the schedule for all functions in the PAC (Performing Arts Center) and communicate with custodial and maintenance staff daily to discuss issues and scheduling. If necessary, coordinate with the public when scheduling and coordinating PAC events.

Create lighting diagrams and setups for all events, including concerts, musicals, plays, and outside performances.

Set up sound, lighting, and video equipment for all events.

Run sound, lighting, and video control boards for all events.

Serve as the technical director for all stage productions.

Maintain inventory of lighting equipment, supplies, props, and set equipment, such as flats.

Maintain and monitor yearly budget for all theater supplies.

Ordering theater audio and video supplies, as needed.

Assist in stage set props and paintings based on technical needs and or requirements.

Ensure that safety is the number one priority in the Performing Arts Center at all times.

Be present at all times in theater when any group desires to use room.

Communicate, recruit, and interview interested students to work for stage productions. Train students to use various theater equipment, including situational decision making.

IT (Information Technology)

Maintain communication with other IT staff and end-user as to the resolution of any problem worked on.

Monitor Help Desk System and resolve requests based on their priority. Document the status and resolution of requests.

Troubleshoot, diagnose, and correct problems with computer hardware and software in an accurate and timely manner.

Communicate with end-user resolution to insure satisfaction.

Install and configure new hardware, software, and network cabling.

Develop documentation for the installation and support of hardware and software.

Assist in developing and maintaining accurate inventory of district hardware and software.

Order and maintain inventory of equipment, parts, and supplies for IT Department and for IT services offered to end-users such as toner for all district printers

Perform the above tasks as a senior level technology specialist providing training to any newer staff in any of the areas. Be a reference for support to any of the junior staff.

Support tape backup systems.

Provide backup the others in the IT Department.

Work a varied work schedule based on the needs in the Performing Arts Center and the Information Technology Department with the approval of the Director of Technology.

Perform any other duties as assigned by the Director of Technology.

WORK YEAR

12 month salary position; benefits as available to other 12 month salary exempt staff.

Approved by Board of School Directors 10/02/06