

**WAUNAKEE COMMUNITY SCHOOL DISTRICT**  
**Performing Arts Center DIRECTOR**  
**(Job Description)**

**QUALIFICATIONS:**

1. Current WI teaching certificate preferred.
2. Management experience preferred.
3. Ability to work flexible hours, including evenings, weekends, and possible holidays. This is a 12- month position.
4. High School Diploma or equivalent required

**REPORTS TO:** Activities Director

**GENERAL FUNCTIONS:** The Performing Arts Center director, under the supervision of the activities director, is to provide for the safe operation of the district's Performing Arts Center programs and Performing Arts facilities.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

DISTRICT RESPONSIBILITIES

1. Develop and implement a Performing Arts Center budget.
2. Ensure that facilities are safe and operational.
3. Train staff and student technicians to safely and efficiently use the technical equipment during school events.
4. Monitor custodial care of Performing Arts Center, Performing Arts Center mechanical equipment, Auditorium, Auditorium mechanical equipment, stages, storage areas, shop and dressing rooms.
5. Prepare work orders for repairs and installations as necessary.
6. Work with the activities director to post and fill personnel vacancies.
7. Complete work schedules for the Performing Arts Center staff.
8. Process bi-monthly time cards on Performing Arts Center employees to the Payroll office.
9. Assist high school teachers, coaches, music and drama directors with facility equipment and set up, as needed, and schedule staffing for all school events.
10. Maintain lighting and sound systems and assist with set up for high school events, as needed.
11. Develop, market, and implement safe Performing Arts Center activities and programs.
12. Work with Music and Drama teachers at the elementary, intermediate, middle, and high school levels to meet the educational needs of the district by scheduling rehearsals and concerts, teaching technical staging lessons, securing technicians and staff, etc. Make sure that facility is available for the Music and Drama classes.
13. Work with Music teachers and Drama directors (High School & Middle School Band, Choir, Drama and Orchestra) to determine practice times and event schedules.
14. Stay current on educational and technological concepts related to theater.
15. Work with High School and District Administrators to provide assistance and support during faculty meetings, awards programs, honors programs, professional development programs, etc.

## COMMUNITY EDUCATION RESPONSIBILITIES

1. Hiring and training of technicians and other staff as community education staff
2. Ongoing in-service training for all Performing Arts Center staff.
3. Complete work schedules for the Performing Arts Center staff.
4. Typical correspondence with the general public via telephone, in person and email.
5. Correspond with user group leaders regarding scheduling, technical equipment & set up needs, and/or other issues or concerns that may arise.
7. Process time cards for Community Education workers
8. Verify that user groups have appropriate insurance coverage and paperwork.
9. Process and maintain an accurate calendar of PAC events and programs for community education programs and user groups; including Waunakee Community Band, Waunakee Lions Club, special community events, and other rentals.
10. Process payments and submit deposits for Community Education programs and daily entry fees, according to the WCSD business office procedures.
10. Schedule and, if needed, teach classes for lighting, sound, special effects, curtains and rigging, stage management, house management, etc. for users.
  - a. Assist with special community events and PAC rentals, as needed.
  - b. Maintain and schedule appropriate number of trained staff
11. Provide a qualified technician(s) for all events. Be available (or ensure another WCSD employee is available) in the event of an emergency or technical issue.
12. Create and maintain online registration system for Community Event programming.
13. Ensure proper safety protocol is in place and followed regarding fire codes and emergency weather situations.
14. Create and maintain a strong web presence of all PAC events for community use.
15. Develop and maintain emergency plans for health related occurrences.