

Memorandum Of Agreement
Between the Puyallup School District and the
Puyallup Education Association

RE: Auditorium Manager

Background:

In-depth and specialized knowledge is required to properly maintain and appropriately use expensive lighting, sound, rigging equipment, and other stage-related apparatus within the Performing Arts Centers/Auditoriums of RHS, PHS and ERHS. This depth of knowledge is necessary to allow for the facility and associated equipment to be safely and efficiently used and adjusted to meet the needs of the school community and the event. The parties agree that a revision to the allocated time and resources committed to support the Auditoriums should be considered.


The parties agree to:

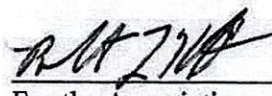
1. Remove High School "stage" stipend from the 2023-24 PEA Schedule B
2. Add .2 FTE to the staffing allocations at ERHS, RHS and PHS, to be used for Performing Arts Center/Auditorium Manager for 2023-24.
3. Examples of the responsibilities of the Auditorium Manager include:
 - Coordinate community and school-sponsored events during the school day, in the evenings and on the weekend, including:
 - Schedule and organize the use of the facility
 - Identify the specific needs of the respective events
 - Organize and coordinate the physical setup
 - Facilitate consistent and timely communication with stakeholders (i.e., teachers, administrators, office managers, facilities employees, event organizer, etc.) such as:
 - Responding in a timely manner to emails/phone call about the event(s)
 - Initiate and engage in conversations with the office manager about the details of the event(s) and any potential impact to the school community
 - Contact facilities regarding custodial and building use needs
 - Discuss and arrange setup and any specialized needs with the event organizer
 - Arrange for rehearsal time, and if during the school day, include the relocation of classes that usually meet in the space.
 - Ensure that the space and equipment are efficiently and appropriately used during all events including:
 - Sound

- Ensure microphones are placed and connected with the appropriate levels and adjustments set on the sound board
 - Place and wire additional monitors (speakers) and auxiliary sound devices as necessary
 - Ensure connectivity for any potential external devices to be used
 - Manage the sound board and troubleshoot any potential issues
 - Lighting
 - Hang, position, patch, and focus all needed instruments (lighting hardware)
 - Input all necessary cues or submasters recorded at the lighting console in preparation for rehearsal and performance(s)
 - Manage the lighting console and troubleshoot any potential issues
 - Staging and Equipment
 - Coordinate the loading of all the necessary equipment onto the stage or into the Auditorium (i.e., risers, choir shells, chairs, large instruments, props, scenery, etc.)
 - Safely and securely run and tie up/tape down all cords (i.e., snakes, speaker, power, etc.)
 - If required, set up a projector, the proper interfaces with the computer (both video and sound), and a screen.
- General maintenance duties include:
 - Replacement of bulbs in lighting instruments
 - Cleaning and repairing, or coordinating the repair of, light and sound equipment
 - Repairing or coordinating the replacement of broken seats
 - Cleaning and repairing of other gear (i.e., curtains, pulls, the stage, permanent installations, etc.)
 - Stage and facility cleaning beyond custodial responsibility
- Other duties not described above related to events and the operation of the Auditorium as needed

Duration:

This agreement will be in effect for the 2023-24 school year.


 For the District _____ Date
 Amie Brandmire
 Assistant Superintendent of Human Resources

 August 4, 2023
 For the Association _____ Date
 Bob Horton
 PEA President