

# Job Description

Liberty Public School District

## Extra Duty - Musical Assistant Director - Lighting/Sound - Middle or High School

### Purpose Statement

The job of Extra Duty - Musical Assistant Director - Lighting/Sound - Middle or High School is done for the purpose/s of creating the lighting and sound effects of the middle or high school production; experimenting with different lighting techniques and sound enhancers to best fit with the overall need of the production, in collaboration with the Musical Productions Theater Director.

This job reports to Director of Fine Arts

### Essential Functions

- Assists with creating the vision of the production for the purpose of creating a spectacular show for students, staff and community.
- Designs and displays the lighting system for the purpose of creating a visual effect to enhance the performance.
- Evaluates student performing groups for the purpose of giving valuable feedback and critique of the performances.
- Manages and coordinates with staff for the purpose of creating a positive culture.
- Manages the equipment for the purpose of ensuring all items required for the event is accounted for.
- Supervises student sound technician for the purpose of training and assisting during rehearsals and performances.
- Supervises students at extra curricular events for the purpose of ensuring proper student behavior in accordance with Board policies.

### Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating program goals; organizing and communicating information and concepts; and theatrical knowledge, stage direction and voice techniques.

KNOWLEDGE is required to perform basic math; Specific knowledge based competencies required to satisfactorily perform the functions of the job include: equipment used in activity/program; pertinent laws, codes, policies, and/or regulations; relevant professional standards and practices and general acting principals.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and

create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; setting priorities; and working extended hours that may include evenings and/or weekends.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 20% sitting, 40% walking, 40% standing. The job is performed under minimal temperature variations.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education (Minimum):** High school diploma or equivalent.

**Education (Preferred):**

**Equivalency:** .

**Required Testing**

None Specified

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Not Rated

**Approval Date**

9/19/2019

**Salary Grade**

See Extra Duty Salary  
Schedule

**Revised Date**

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.