

SEDALIA SCHOOL DISTRICT #200

Job Title: Performing Arts Center Technician

Job Overview

- Performing Arts Technician salary schedule
- Hourly paid on demand; flexible time schedule to include evenings and weekends
- Reviewed annually with recommendation for re-employment by May 15
- Reports to High School Principal/Activities Director/Superintendent

Qualifications

- High School Graduate or equivalent
- Possess working experience with computers and technology
- Ability to assess, organize, and execute jobs effectively
- Ability to problem solve
- Work with little or no supervision
- Willing to be trained on sound and light systems
- Effective communication skills

Other Working Conditions

- Vacations, leave policies, and fringe benefits as stated in Board policies
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Responsibilities and Duties

- Maintenance of district facilities and equipment in efficient operating condition
- Spend the necessary time required to complete all duties associated with responsibilities
- Operation of the Performing Arts Center lighting system, sound systems, curtain, and fly systems
- Set up the Performing Arts Center on an as needed basis for performances
- Assist and/or supervise Stage Crew duties and responsibilities as requested
- Trouble shoot various technology problems
- Recommend preventative maintenance of various systems as established
- Organize and maintain appropriate records of usage and maintenance
- Serve as consultant to all persons regarding use of facility
- Be responsible for security after performances
- Ensure all exits are working properly to meet fire codes
- Clean, sanitize, and supply all bathrooms
- Clean and sanitize drinking fountains
- Clean all door glass
- Vacuum and clean all carpeted areas
- Empty all waste baskets and trash
- Sweep and mop all hard surface floors
- Clean all seats and maintain on a regular schedule
- Maintain back stage area in safe and clean manner
- Prevent all people from bringing food and drink into the Performing Arts Center
- Perform all duties in a safe manner while maintaining a safe working environment using safety materials issued by the District
- Maintain a positive attitude of support for the district and its goals at all times while performing District work

- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the administrative personnel

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.