



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** AUDITORIUM FOREPERSON

**REPORTS TO:** Auditorium Manager

**SITE:** Various

**CLASSIFICATION:** Classified Bargaining Unit

**WORK YEAR:** 12 Month

**SALARY:** Range 148 - Classified Salary Schedule

**APPROVED BY THE BOARD OF TRUSTEES:** September 25, 2014

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#### **JOB SUMMARY:**

Under the direction of the Auditorium Manager, coordinate school events and community events, and all other functions held at assigned high school auditoriums. Supervise events, crews, the use of equipment, and perform other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

Positions in this class require knowledge of an extensive body of rules, procedures, operations, and services requiring significant training and experience. The supervising manager provides administrative direction with assignments, and incumbents are responsible for planning, designing, and carrying out programs, projects, studies or other work independently. The work involves formulating projects, assessing service effectiveness, and analyzing a variety of unusual conditions, problems or questions. The position requires contact with district administrators and officials from a variety of public entities to plan, coordinate and advise on work efforts.

#### **EXAMPLES OF DUTIES:**

1. Coordinate and supervise the use of the school auditorium building; keep informed of all significant matters affecting productions held in the auditorium.
2. Ensure that facility is fully prepared and properly set up for each major event; handle varied administrative tasks required to meet program needs.
3. Oversee the work of school district staff performing carpentry, electrical audiovisual and other work associated with building props for plays, retrofitting stage lighting and other production requirements; supervise stage hands for outside organizations using the Center.
4. Provide technical advice on the use of theater lighting and sound equipment.
5. Inspect the theater facility to ensure all safety hazards are mitigated; process and maintain requisition of outside work contractors when required.
6. Make recommendations in matters involving the facility development program; recommend priorities for facilities renovation and remodel projects; participate in developing policies concerning auditorium building renovations.
7. Assist in developing short and long-range plans for the auditorium; make periodic special reports to district personnel on matters involving auditorium renovations.

#### **EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential duties 1-7 with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

#### **EDUCATION:**

An Associate Arts degree plus course work in facilities management or related field.

**EXPERIENCE:**

Three (3) years of experience in auditorium, theater or facilities management desirable.

**KNOWLEDGE OF:**

- Practices, procedures and organizational requirements associated with auditorium facility planning, design, and maintenance.
- Audio visual techniques and requirements for a large auditorium.
- Working knowledge of standard theatrical equipment (stage lighting, sound effects and reinforcements, orchestra pit, and stage rigging) is a must.
- Working knowledge of Microsoft Excel Spreadsheets, Word and Outlook.
- Auditorium design and set up requirements for large events and productions.
- Effective group process and public relations techniques.

**ABILITY TO:**

- Perform a wide range of advocacy and liaison duties involved in the operation of an auditorium.
- Conduct research, prepare and present oral and written reports.
- Analyze problems and develop solutions.
- Work effectively with district administrators and representatives of public agencies, businesses and community groups.
- Ability to complete multiple projects in a timely manner.
- Understand and independently carry out oral and written instructions.
- Use good judgment in recognizing the scope of authority as delegated.
- Maintain security and confidentiality of specified records and information.
- Deal effectively with a variety of personalities and situations requiring diplomacy, poise and firmness.
- Establish and maintain effective work relationships with those contracted in the performance duties.
- Make decisions on procedural matters without immediate supervision.
- Operate a variety of business software and business machines.
- Maintains cooperative relationship with others.
- Understands and carry out oral directions.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL CHARACTERISTICS:**

- Vision sufficient to read fine print.
- Hearing and speech sufficient to enable communication by telephone and in person.
- Stamina sufficient to sit or stand for extended periods of time.
- Mobility sufficient to climb stairs, ladders, and move throughout the facility.
- Manual dexterity sufficient to operate a computer keyboard, rigging, lighting, and all other work related equipment.

**WORK WEEK:**

Primarily Tuesday – Saturday, but will vary based on need.

**LICENSE/OTHER REQUIREMENTS:**

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties

performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

### **SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

### **Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

### **DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.