**TITLE:** **Auditorium Manager**

**QUALIFICATIONS:** Illinois Professional Teaching License required. Experience and expertise with the planning and execution of musical and theatrical productions.

**REPORTS TO:** Superintendent, Chief School Business Official

**JOB GOAL:** Meet the needs of students, staff and community members of Coal City Community Unit #1 by providing the best possible technical support for productions held in the high school auditorium.

**PERFORMANCE RESPONSIBILITIES:**

To perform all duties in a professional, accurate and timely manner.

1. Coordinate/manage scheduling and use of the District Auditorium located at Coal City High School.
2. Oversee and provide technical staff for the use of fly, sets, lighting and sound equipment for all auditorium events.
3. Collaborate with appropriate school district personnel and external groups to facilitate all (professional, community and school district) events held in the auditorium.
4. Provides support for productions that occur in other District locations as needed.
5. Responsible for performing routine maintenance and troubleshooting of technical equipment housed in the auditorium.
6. Report necessary & timely maintenance issues to the Chief School Business Official.
7. Prepares estimates per the District Building Use Policy and prepares invoices when no conflict of interest is present, post-production for execution by Chief School Business Official.
8. Make recommendations for necessary equipment upgrades, facility improvements and performance budget estimates to the Chief School Business Official.
9. Teach courses at Coal City High School that will prepare students in the areas of event planning & execution; and theater technologies.
10. Other duties as assigned by Superintendent.

**TERMS OF EMPLOYMENT:** Stipend position in accordance with the collective bargaining agreement.

**EVALUATION:** Evaluation will be in March by Superintendent

Approved March 4, 2015