Job Description **10.02**
MOORE PUBLIC SCHOOLS

Job Title: Supervisor of Performing Arts Facilities

Education: Bachelor's Degree in Art History, Fine Art, or related field in arts management or a significant, directly related production management experience.

Certifications or Technical Expertise Desired: ETCP Rigging Certification, Power Distribution Technician, Entertainment Electrician, and/or Arena Rigging. At minimum, 5+ years of ***production management***, lighting design and audio engineer/sound technician experience, staging productions / stagecraft production and facility scheduling.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, and business): Exceptional communication skills to exchange information, give/receive instructions, and respond to inquiries. Includes filling out forms.

Critical Thinking & Problem Solving: Ability to render solutions to various issues, especially as it pertains to production and facilities management.

Collaboration: Ability to assess and manage positive, professional relationships with various staff, departments, and sites.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, regulations, and computer documentation.

Time/Project Management: Ability to successfully manage multiple tasks, projects, and responsibilities. Ability to identify needs, create plans, and initiate actions independently.

Tools and Equipment Usage: Uses tools or equipment with expertise associated with performing arts centers, such as audio, video, and sound consoles for programing of dimmers, lighting controls, and audio/video operations.

Site: Administrative Service Center and/or one of the Performing Arts Centers

Reports To: Director of Educational Technology

Supervision exercised: Incumbent supervises Performing Arts Center staff. Has responsibility to recommend hiring/firing; develop training, and coordinate and assist evaluation of PAC employees.

Job Goal (Purpose of Position): Provides district level coordination and management of Performing Arts Center Managers, theatre productions, district wide special events, and maintains/inspects PAC equipment to maintain industry standard quality and safety protocols.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion he/she will have to utilize discretion, ingenuity, and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular public contact with members of own staff or district and with outside vendors, etc. Some interpersonal interaction or communication is required.

Performance Expectations: The incumbent/employee will need to (A) Be performance focused to resolve problems effectively. (B) Promoting productivity and efficiency; health and safety; employee training and development, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short- and long-range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, managers, and community leaders to accomplish district objectives or goals. (H) and contribute to quality of district productions.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Performs departmental administrative functions (e.g. counseling, training, supervising, monitoring budget, developing procedures, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring that necessary outcomes are achieved.
2. Continuous review of the facility needs and make recommendations, repairs, maintenance, or special projects to Operations in conjunction with site Performing Arts Center Manager.
3. Annual review of applicable facility rental and staffing fees.
4. Monitor and perform preventative maintenance of equipment including lighting, sound, and rigging equipment. Arrange for annual inspections, repair, and replacement of equipment within budget.
5. Delegate the operation and maintenance of equipment as required, ensure its safe and proper use, protect the district equipment and supplies against pilferage, loss, theft, or abuse.

6. Establish operational and usage policies to ensure a safe environment in and around the facilities for patrons, performers, and staff.
7. Enforce operational and usage policies in a cordial but firm and consistent manner.
8. Develop and oversee PAC Emergency Preparedness Plan, safety plans including knowledge of first aid, crowd, and traffic control.
9. Develops a comprehensive Public Relations program including a PACs websites, brochures, emails, social media, and event advertising. Aids in marketing PACs to the community and surrounding area. Proposes creative booking opportunities for appropriate artists, lecturers, musical presentations, dramatic productions, and events that enhance the educational experience of faculty and students and contributes to the cultural enrichment of the community.
10. Facilitates the production of district wide video streaming events such as, graduation commencements, Excellence in Education, District Board meeting streaming (as needed), and other events as determined by District leadership.
11. Provide continued support and training opportunities for site Performing Arts Center Managers.
12. Act as a liaison between the district and Performing Arts Center Managers to provide clear and concise production schedules/information for district held events.
13. Cover for Performing Arts Center staff as needed to ensure regular production schedule.
14. Other duties as assigned.

Physical/Mental Requirements and Working Conditions:

In a workday, the employee must stand/walk (minimum of) 4-5 hours per day. Employee's job requires frequent squatting/crouching, pushing, and pulling; occasional bending/stooping; crawling/kneeling; climbing and reaching above the shoulders.

Employee's job requires frequent carrying/lifting of up to 25lbs to load equipment. Occasional lifting from 75 to 100 pounds lifting and loading stage equipment for shows, set-ups, arranging stage setting(s) and setting-up portable sound systems as well as loading in and loading out stage equipment.

Performing Arts facilities staff positions require employees to use both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation. Employee must possess manual dexterity/visual ability to operate and program audio, video, and lighting consoles; preset stage; and maintain auditorium and backstage. Must have hearing requirement to operate sound console and communicate with others in (auditorium/auditoriums). Must have mobility to move quickly to respond to commands and correct situations that require immediate response during performances. Must be able to work on ladders, catwalks, (and with) riggings, etc. Must be able to work around dust, fumes, fog machines, etc. There are some electrical hazards on stage.

Salary: Set by Board

Terms of Employment: 261 Days

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

Approved 06-24-21