**Job Description** **10.03**
**MOORE PUBLIC SCHOOLS**

**Job Title:** **Performing Arts Center Manager**

**Qualifications:**
**Credentials:** **Valid Oklahoma Drivers License and acceptable driving record;**
**Education:** **High school, GED and/or specialized vocational training in lighting, sound and staging.**

**Training or Experience Required**: Two to three years' lighting design and audio engineer/sound technician experience staging productions / stagecraft production and facility scheduling.

**Special Skills, Knowledge, Abilities:**
Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Mathematical Skills: Performs complex computations using mathematical formulas requiring an understanding of basic math.

Reading and Interpreting: Reads and interprets written or printed materials such as schematics, charts, diagrams, maps or instruction material.

Tools and Equipment Usage (other than keyboards, or office machines): Uses tools or equipment with expertise acquired through vocational experience and/or specialized training. The most difficult equipment would be the audio, video, and sound consoles for programming of dimmers, lighting controls, and audio/video operations.

**Site: Various**

**Reports To:** Site Principal(s) for scheduling and daily occurrences & Director of Educational Technology for budget and purchasing

**Job Goal (Purpose of Position):** Performs full journey level duties under limited supervision to install, repair or maintain the district's light and sound system; loading equipment for shows, setting up, arranging stage; setting up sound system; and removing stage equipment. The purpose of the position is to enhance the district's production of shows, assemblies, choirs performances, pep rallies, etc.

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.

**Other Performance Measures:**

Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury.
It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self-discipline and effective problem solving are necessary for the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

**Essential Job Functions (PERFORMANCE RESPONSIBILITIES):**

1. Sets up and program lighting and sound for all rehearsals and performances in auditorium/auditoriums.

2. Operates computer lighting console**,** sound console**,** video console, and power lift controls.

3. Maintains sound equipment in schools.

4. Attends all rehearsals and performances in auditoriums.

5. Performs custodial type duties in auditorium and in dressing rooms when applicable.

6. Subject to weekend and/or night duty.

7. Performs all other duties as directed.

8. Schedule all events and maintenance hosted in the auditorium/auditoriums.

**Supervision exercised:** An incumbent in this position does not directly supervise except he/she may supervise other employees or students assisting with a specific job.

**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 25 lbs 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.

Job requires employee 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; rig/set stage; and maintain auditorium and back stage. 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, hemp fiber, etc. There are some electrical hazards on stage.

TERMS OF EMPLOYMENT: 261 days – hours variable

SALARY: Tech II, Scale A

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

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