School District of Lodi
Job Description

(A) 11/8/99
(R) 7/22/20
(R) 6/8/26

Title: **Auditorium Director**

Qualifications:

1. High School Diploma or Equivalent
2. Background in theater or related arts preferred.
3. Strong people and supervisory skills essential.
4. Knowledge and skill in the acquisition, maintenance and repair of theatrical, sound, lighting, and stage equipment.
5. Knowledge or experience in facilitating staff training in the use of theater technology.
6. Excellent communication and organizational skills.
7. Ability to work with and positively communicate with high school age students.

Reports to: High School Principal

Job Goal: To provide the technical, instructional, staff development and supervisory support as it relates to functions/activities in the Lodi Community Performing Arts Center, including both school and community use.

PERFORMANCE RESPONSIBILITIES:

1. Review high school auditorium facility use needs with high school principal and pre-determine a calendar based on school performance needs.
2. Work collaboratively with district and community groups to ensure appropriate use of the auditorium and its equipment.
3. Be responsible for the set-up, tear down, repair, and maintenance of the auditorium and its equipment.
4. Be responsible for creating and maintaining an accurate inventory of items in the auditorium.
5. Be present for the beginning and end of performances and on call during auditorium performance to ensure proper use of the auditorium equipment.
6. Develop and administer a check in-check out sheet for all groups utilizing the auditorium.
7. Recruit, train and supervise selected students, staff and community members in the appropriate use of sound, lighting and specialized equipment.
8. Collaborate with the high school principal and facility coordinator to avoid scheduling and equipment usage conflicts.
9. Work cooperatively with the high school principal in preparing an annual equipment and supply budget.

10. Work collaboratively with the Director of Operations and auditorium stakeholders to develop a facility master plan to ensure proper maintenance and technology upgrades.
11. Submit to high school principal and district administrator a final auditorium summary which includes usage summary: who and when, report of any damage and by which group or individual, and recommendations for how the auditorium can better serve the needs of the district and community.
12. Assist with lighting/ sound needs for high school graduation.

ESSENTIAL JOB FUNCTION DESCRIPTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students and program visitors.
3. Ability to meet standards of hygiene and appearance appropriate to the position.
4. Ability to complete assigned performance tasks within a reasonable time frame.
5. Ability to learn and practice universal precautions in dealing with any body fluid spills.
6. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
7. Ability to maneuver from room to room.
8. Ability to perform repetitive tasks.
9. Ability to lift and carry a minimum of 20 lbs.
10. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.
11. Ability to supervise small/large groups of students.
12. Ability to follow district, building and program policies and procedures.
13. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
14. Ability to complete other appropriate tasks periodically assigned by the supervising Principal that are necessary or required to carry out monetary/performance responsibilities of the Auditorium Director position.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.