



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Auditorium Director
Department / Location:	Monona Grove High School
Reports to:	High School Principal or Associate Principal/Activities Director
Employees Supervised:	District employees, student groups and volunteers as their work relates specifically to the auditorium
Classification:	12-months
Status:	Exempt
Created / Revised:	July 2026
Board Approved:	August 11, 2026

Position Summary

To coordinate the scheduled use and space management of the auditorium to enhance the educational and cultural program of the district and the community. This role serves as an approachable, collaborative technical partner to fine arts faculty and staff, ensuring that the facility is maintained in a clean, safe, attractive, comfortable, and efficient manner while actively prioritizing student mentorship and a supportive educational environment.

Essential Functions and Responsibilities

1. Manage scheduled use of the auditorium by school users, the school district community and non-affiliated groups.
 - a. Tasks include responding to inquiries or requests for use or information, providing tours, actively managing and coordinating shared physical space and storage constraints (e.g., set pieces, musical instruments, acoustical shells) to minimize curricular disruption and ensure equitable access for all fine arts programs, explaining policies and procedures for use and meeting with teachers, staff, administrators and committees regarding the use of the auditorium.
2. Manage facility use and preparation and setup for events.
 - a. Tasks include assisting in setup and preparation for use , providing instruction in the safe use of equipment, preparing and actively operating the sound system (including live audio mixing and real-time microphone adjustments during curricular performances as needed), setting, focusing, and consulting on creative

lighting and sound design when requested to support the artistic vision of fine arts faculty, providing training in the use of the stage manager's console, preparing front of house (e.g., lobby, ticket office), arranging for additional equipment as needed, arranging for preparation of the orchestra pit, actively recruiting, training, scheduling, and mentoring a student technical theater crew (utilizing an 'AV Club' or technical theater instructional model) to safely assist with events, scheduling personnel to assist in the use of the facility, maintaining a presence during night-of performances and critical late-evening tech rehearsals as dictated by school-sanctioned events. Flexible availability to work nights and weekends, based on the rental and event calendar, with the understanding that work hours will flex seasonally to align with peak production windows (e.g., November, December, March, and May).

3. Participate in budget planning and perform budget oversight.
 - a. Tasks include proposing and maintaining the budget for facility use, compiling bills for the use of the auditorium and initiating invoicing through the District Office, responding to questions about bills, Responsible for the oversight and control of program funds, including accurate collection, secure handling, and appropriate allocation of monies in compliance with district policies and procedures and planning for equipment purchase and repair.
4. Maintain the auditorium and its equipment in good working order.
 - a. Tasks include repairing or replacing worn out, unsafe or damaged equipment, scheduling preventive and routine maintenance, maintaining an adequate supply of specialized consumables such as lighting gels, purchasing new capital equipment using correct funds and scheduling inspections to maintain compliance with state safety codes.
5. Facilitate long-range planning of cultural opportunities for students and the community in conjunction with the community education program (e.g., concert and film series, visiting artists).
6. Attend required meetings and participate actively in any work group, training or related management assignments.
7. Provide periodic reports of auditorium use to committees, the administration and the Board.
8. Help establish new procedures and policies as needed.
9. Maintain knowledge of procedures, equipment and software used to perform duties.
10. Perform other related duties as directed by the High School Principal or designee, Superintendent or Board.

Knowledge, Skills and Abilities

1. Must be able to work with computer software.
2. Must be well organized and be able to work with little supervision.
3. Must be able to work with several activities simultaneously.
4. Must be able to perform detail-oriented work requiring a high level of accuracy while working with computerized records.
5. Must have excellent written and verbal communication skills or training and excellent negotiation skills.
6. Must demonstrate initiative.
7. Must demonstrate the ability to establish and maintain exemplary relationships with many populations by using appropriate interpersonal skills.
8. Must understand the need for safety, timeliness and customer service and be able to instill the same in employees.
9. Must be able to maintain self-control under stressful situations and deadlines without exhibiting negative behaviors.
10. Must be able to maintain confidentiality of sensitive information and interact with others to accomplish tasks without arousing hostility.

11. Must have knowledge of good grammar, spelling and punctuation and must have basic math abilities.
12. Must be able to work a flexible schedule that is driven by the school events calendar, adapting personal availability to meet the evening and weekend needs of peak production seasons..
13. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
14. Must have dexterity and hand/eye coordination necessary to operate a computer keyboard and other theater or office equipment.
15. Must have hearing ability that enables him/her to participate in numerous conversations throughout the day, both in person and over the telephone.
16. Must be able to complete job duties in an environment with some background noise and frequent interruptions.
17. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.
18. Must meet any additional qualifications established by the district.

Working Conditions

1. Indoor theatre environment

Physical Requirements

1. Must be able to perform some physical work, frequently lifting up to 10 pounds without assistance and infrequently lifting up to 30 pounds.
2. Must be able to sit or stand for prolonged periods, up to four hours in an eight-hour day, with or without back support.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop/climb to hang or adjust equipment such as theater lights.
5. Must be able to use the telephone, a calculator, a computer and other office equipment.

Education and Experience

1. A two- or four-year degree in theater/arts management or a related field.
2. Experience working within an educational setting or demonstrating a strong capacity for teaching, mentoring, and managing high school-aged students is highly preferred.
3. Additional applicable experience may be substituted for formal education.

Licenses and Certifications

1. Must have a valid driver's license.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.