



POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Performing Arts Facilities Coordinator	Department: Community Education
Immediate Supervisor's Position Title: Director of Community Education	FLSA Status: Exempt
Job Summary: Under the direction of the Director of Community Education, and with the guidance of the Activities Director, the Performing Arts Facilities Coordinator is responsible for coordinating and supervising the operations and marketing of the high school and middle school auditoriums. The Performing Arts Facilities Coordinator serves as the technical supervisor providing technical support for auditorium users to maximize the use of the space and ensure the safety and proper maintenance of all equipment.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the operations and use of the school auditoriums and provides technical direction and support for school events and community rentals.
 - a) Schedules events and activities in both auditoriums and works with users to identify needs and assess the level of technical support necessary to ensure both a good experience and proper equipment operation.
 - b) Manages auditorium use and use of adjacent areas during set-up and execution of all events.
 - c) Advises users on design, set-up, and breakdown of production equipment including, but not limited to, light and sound boards, electric and manual rigging systems, and other audio features.
 - d) Serves as technical consultant to school district and outside organizations requesting use of the auditoriums. Assists in the preparations for use including providing instruction for safe use of equipment, preparing the sound systems, setting and focusing lighting, and arranging for additional equipment as needed.
 - e) Coordinates supervision of all events in both auditoriums assuring technical and supervisory support. Oversees use and provides training on use of equipment for outside technical crews.
 - f) Advises and consults with school and community users on possibilities for enhancing their events.
 - g) Monitors events and responds to unforeseen and emergency needs of users and other guests.
 - h) Performs closing inspections with users to ensure facilities are returned to proper order and identifies any issues.
 - i) Maintains an inventory of auditorium and theater equipment and supplies and ensures secure storage areas where necessary.
 - j) Monitors auditorium repairs and maintenance to confirm areas are clean and theater equipment is in working order for all users.
- Manages the front of the house during productions and events in both the high school and middle school auditoriums.
 - a) Prepares the space both outside and inside the auditoriums before events.
 - b) Supervises the ushers and arranges for the distribution of programs.
 - c) Oversees the box office and supervises ticket sellers and takers.
 - d) Organizes and monitors online ticketing and events for school productions and other events.
- Selects, trains and supervises students working as theater technicians during school events.
- Solicits potential users and markets the auditorium facilities to maximize usage and potential revenue. Researches, solicits and books performers for events. Negotiates contracts with users in accordance with department and school district guidelines.

- Manages a marketing and general maintenance budget for school auditoriums and purchases necessary supplies and equipment.
- Performs other duties of a comparable level or type, as assigned. Provides professional expertise and assistance to district stakeholders concerning areas of expertise/knowledge. Attends training sessions, conferences, seminars, district and departmental meetings. Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
Minimum Educational and Experience: Requires a minimum of two (2) years of post-secondary training in theater management, theater arts or related field and a minimum of three (3) years of directly related experience; or an equivalent combination of education/experience necessary to perform the requirements of the position.	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: CPR and First Aid Certification within six (6) months of hire. Valid Minnesota driver's license and evidence of mobility.
ESSENTIAL KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE WORK	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of rules and laws addressing public performances and fire and safety codes. • Knowledge of theater technology such as lighting and sound design and rigging systems. • Knowledge of school district policies, procedures, and administrative practices. • Knowledge of the Americans with Disabilities Act and required accommodations. • Knowledge of crisis intervention techniques and methods. Skilled in: <ul style="list-style-type: none"> • Establishing and maintaining effective relationships with students, employees, visitors, and other community stakeholders. • Providing exemplary customer service to both internal and external customers. • Communicating clearly and concisely both verbally and in writing. • Utilizing strong organizational skills and working independently with minimal supervision. • Managing concurrent projects and meeting deadlines. • Communicating and enforcing school district policies, procedures, and administrative practices. • Marketing and showcasing district facilities to maximize community satisfaction and potential revenue.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				X	Up to 10 lbs				X
Walk				X	Up to 25 lbs			X	
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell		X							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects.</p>	
<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i></p>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Duties involve working with tools and involve risks often associated with climbing ladders, working at heights, confined spaces, occasionally with a low level of light. Position duties include working evening and weekends.</p>