

**Barnesville Public School
Independent School District #146
Job Description**

I. Position Title: Technical Theater Coordinator/Custodian

- A. Reports to: AD and B & G Supervisor D. Date written/revised: Spring 2022
- B. Job Title/# of subordinate(s): N/A E. Job evaluation date: TBD
- C. Department: Activities and Custodial

II. Job Summary

Provide overall production direction, equipment inventory and maintenance, storage and security of performing arts and rehearsal event spaces including auditorium, studio control room, scene shop, dressing rooms, and music classrooms. Manage the setup and use of performance audio, production video, stage lighting and other technical equipment. Provide leadership toward the effective fulfillment of the technical theater needs of the performing arts department and instruct students in technical theater in a positive and nurturing manner. Provide instructional classroom audio and video projection system technical support. Provide daily cleaning to the entire auditorium area, including but not limited to music classrooms and corridors/stairway.

III. Essential Duties and Responsibilities

% of time	Job Duty
30%	Serve as the technical and production director for all school theater productions. A. Responsible for the operation of sound and lighting systems when district users schedule an event, including some rehearsals during the school days, as well as weekend or evening performances. B. Provide audio reinforcement, lighting of performance space and event recording support.
15%	Design of technical elements of main stage productions to include set design, sound, and lights. A. Provide leadership to a team of students for training in safe technical and scene shop equipment operations.
10%	Complete other audio and video system technical duties as assigned. A. Provide audio and video projection setup, basic troubleshooting and repair coordination. B. Provide day-to-day support of classroom audio system and video production equipment as required.

- 10% Manage the district's theater technical equipment to include safety compliance, routine maintenance, current inventory, and school use.
- A. Coordinate minor repair of equipment, and schedule additional repairs as needed.
 - B. Recommend replacement schedule for facilities and equipment.
- 10% Manage facility use and preparation and setup for events.
- A. Assist the administration in scheduling of the facilities, determining rental costs and billing for use of facilities.
 - B. Assist in setup and preparation for use, providing instruction in the safe use of equipment, preparing the sound system, setting and focusing lighting and providing training in the use of the stage manager's console;
 - C. Prepare the Commons (as necessary/required);
 - D. Arrange for additional equipment as needed,
 - E. Advise and consult with users on possibilities for enhancing their events in the auditorium;
 - F. Schedule personnel to assist in the use of the facility and supervision of technical crews;
 - G. Monitor events to assure safety and appropriate use and responding to unforeseen and emergency needs of users.
 - H. Perform "exit inspections" with each user group at the close of their use (or at the time of set strike for a production) to assure that the facility and adjacent areas are returned to proper order and to identify any damages or loss; work with building facility scheduling personnel to assign responsibility for and obtain restitution for damaged or lost equipment.
- 20% Supervision of the operation of the theater technical systems, physical facilities and students.
- A. Coordinate the assignment of student sound and lighting system operators including after hours facility rental events.
 - B. Organize and supervise a student crew to thoroughly conduct annual inventory, cleaning of catwalks, maintenance of lighting instruments, backstage areas and scene shop and storage spaces.
 - C. Maintain a system of storage for tools, flats, and other auditorium, theater, music, and drama supplies to assure that the performance venues and associated areas are kept orderly and clean.
 - D. Maintain the security of the facilities by controlling access and assuring the area is locked and lights are turned off when not in use.
 - E. Daily clean and inspect the auditorium and adjacent rooms, including studio control room, scene shop, dressing rooms, restrooms, and music classrooms for needed repairs.
- 5% Professional Development
- A. Attend training sessions, seminars, district in-service and staff meetings.
- Perform other duties as assigned or requested

IV. Job Outcome

Projects a positive, cooperative and respectful attitude with students, parents, employees and community members.

Communication and presentational collaboration with all levels of district staff. Student and the community in the planning, management, and support of technical and theater matters.

Maintains, cleans and services equipment, uniforms, and facilities in order to meet the needs of staff, students, and community members.

Helps to promote safety and prevent accidents.

Identifies and remedies maintenance/repair problems

V. Qualifications

Education required:

A two- or four-year degree in theater/arts management, and/or college degree with a concentration in technical theater or theater design, or a related field and one to three years experience in facility management for theatrical productions. (Additional applicable experience may be substituted for formal education).

Experience preferred:

- Strong audio production and visual presentation knowledge.
- Experience in a similar technical theater setting.
- Experience and use of other technical equipment.

Certification/Licensure required: None

Special Knowledge/Skills:

- Knowledge of stage technology, including, lighting design and execution, sound design/recording/mixing using digital and analog systems.
- Knowledge of set design and set construction.
- Knowledge of auditorium equipment, including stage rigging systems, band/choral/orchestra stage equipment, and fire and safety codes related to stage and theater productions.
- Knowledge of theatrical sound and lighting equipment.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to communicate technical information to non-technical personnel.
- Knowledge of current developments/trends in area of expertise.

VI. Decision-making/Freedom to Act/Major Challenges

Makes decisions regarding the auditorium and music classrooms with consultation from the Activities Director, Buildings & Grounds Supervisor, Principals and other school personnel when necessary.

VII. Working Conditions Required

- Position requires occasional work in a cramped, enclosed space.
- Position involves frequent exposure to a noisy environment via equipment and theater usage.
- Position may be exposed occasionally to disagreeable conditions involving customer contact.
- Position requires some evening/night hours.
- Work frequently requires exposure to communicable disease, bloodborne pathogens and other bodily fluids.
- Work may require use of protective equipment or safety procedures.
- Some duties involve performing assignments outdoors in varied weather conditions.

VIII. Physical Effort Required

- Position is regularly required to sit, bend, stoop, kneel, stand, walk, and go up and down stairs while moving throughout the building.
- Position involves frequent use of ladders and a man lift to a height of 35 feet.
- Position involves frequent lifting up to 25 pounds and occasional lifting up to 50 pounds
- Position requires visual acuity and depth perception, strong arm, hand and finger dexterity and hand, eye coordination.
- Position involves extended periods of time on feet.

IX. Mental Effort Required

- This position involves handling multiple tasks at one time and dealing with constant interruptions, and prioritizing tasks.
- Position involves analyzing and interpreting data, conducting research, managing resources.
- Position involves learning quickly and adapting to change.
- Position involves accomplishing tasks according to a schedule
- Position involves continual listening and communication within the work team

X. Machines, Tools, Equipment, Electronic Devices, Software Required

- Standard construction tools including, but not limited to: table saw, band saw, miter saw, screw guns, pneumatic hammers and staplers.
- Hydraulic Lift or Telescoping Ladders
- Light board, sound board, and communication devices (i.e., Clear Com systems)
- PC usage for general documents and the following types of software: Lighting, audio playback, audio editing (Audacity), CAD or drafting (scenic design), and video compilation/editing.

XI. Supervision of Others

Position does not include supervision of other employees.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.