

Wyoming City School District Job Description

Job Title: Auditorium Manager

Reports To: Building Principal

FLSA Status: Non-Exempt

Category: Classified

Board Adopted: June 18, 2008

Board Approved Revision: March 28, 2022

GENERAL DESCRIPTION

Coordinates, manages, and implements the technical requirements and resources of district auditorium events.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises auditorium events as needed at both Fay Auditorium and Penderly Auditorium (e.g. assemblies, drama productions, musical performances, speakers, meetings).
- Works with the building administrative assistant, drama directors, and Facilities Operations Administrator on scheduling and use of auditoriums.
- Operates and maintains soundboards, lighting boards, all technical equipment, and set placement, along with keeping items in good repair; coordinates the technical requirements for events in both auditoriums so that equipment is provided and any overlaps are properly managed.
- Maintains the equipment and physical structure in the auditoriums for safety and efficiency.
- Works with students to educate them on the technical aspects of theatre equipment and auditorium management.
- Maintains a good working relationship with the district maintenance staff so that repairs and maintenance are done in a timely and cooperative manner.
- Works with external contractors to maintain and supervise repairs in the auditoriums.
- Coordinates post production striking of materials and cleanup of the auditoriums. Checks that equipment is shut off and facility is properly locked.
- Works with the Technology Department to make sure that information is shared to manage technical issues.
- Opens facilities punctually as directed and remains in attendance for the entire event.
- Reports to the Facilities Operations Administrator if the heating/air are not set at the proper levels.
- Responds to questions and requests from building users in a pleasing, receptive, and helpful manner.
- Acts in a professional manner conducive to working with the volunteers, students, staff, and parents.
- Accepts shared responsibility for functionality and appearance of auditoriums.
- Assists in maintaining inventories of supplies and materials for the purpose of ensuring items' availability for events.
- Proposes and manages auditorium budget in collaboration with Treasurer.
- Evaluates situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds appropriately to emergencies or urgent issues as they arise.
- Enforces board policy.

SUPERVISORY RESPONSIBILITIES

Supervises student volunteers and workers.

EDUCATION and/or EXPERIENCE

High school diploma/GED and/or experience or background in theatre.

CERTIFICATES, LICENSES, REGISTRATIONS

A student supervisory certificate is required for this position.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, write and comprehend directions, short correspondence and memos. Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information in one-on-one and small group situations to staff, students and administrators.

OTHER SKILLS AND ABILITIES

Must possess skills in reading, writing and math for the purpose of inventory, record keeping, making necessary measurements, reading of gauges and instruments, or other related items as applicable. Ability to apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to use computers where applicable. Ability to perform duties with awareness of district requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, sit, stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. There is a potential for exposure to blood-borne pathogens and communicable diseases. There is a potential for exposure to student illness, injuries, infections and bodily fluids. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.