



\*This position will be evaluated by a locally developed evaluation instrument at least annually by the Superintendent or his designee. The evaluation will be based on these objectives.

JOB DESCRIPTION HEARD COUNTY SCHOOLS: <b><u>Performing Arts Center Coordinator</u></b>
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**REPORTS TO:** Superintendent

**JOB OBJECTIVES:**

1. Host an annual calendar planning event with schools and performing arts teachers for the upcoming school year for the planning of events
2. Plan and conduct programs of varied cultural and educational events for the PAC
3. Build a working relationship with all administrators, band directors, chorus teachers, athletic directors and other leaders of clubs/activities to promote the PAC
4. Manage the PAC with an emphasis on school district events with community support and involvement
5. Coordinate programs, calendars, and publicity to keep all stakeholders aware of PAC activities
6. Promote and manage relationships with community stakeholders to increase partnerships with the school district
7. Manage and oversee district public relations, publicity, marketing, branding and media opportunities.
8. Develop internal and external communications such as newsletters, news releases , email announcements, planned publications, on-line, intranet, video, special projects and assignments
9. Coordinate with custodial services so that the PAC is well maintained and presentable for events
10. Supervision of custodial staff who are assigned to the PAC
11. Supervision of high school and college interns at the PAC
12. Provide leadership and coordination of fine arts and educational programs for the PAC
13. Actively seek educational learning opportunities for the Heard County School System to host at the PAC
14. Actively seek corporate sponsors to fray the costs of hosting such events
15. Willing to work a flexible schedule to include nights and weekends when necessary
16. Willing to train student interns on the management of the facility and the technical equipment of the PAC
17. Must have excellent communication skills
18. Must adhere to the GA Code of Ethics for Educators
19. Demonstrate prompt and regular attendance
20. Maintain accurate, complete, and appropriate records and file any reports requested promptly
21. Exhibit pleasant behavior and project a positive image when dealing with students, peers, administration, parents, and the general public when representing the Heard County School System.
22. Comply with Georgia Code of Ethics for Educators.