



*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: **Performing Arts Center Technical Operator**

REPORTS TO: Performing Arts Center Coordinator

JOB OBJECTIVES:

1. Assists the Performing Arts Center Coordinator in coordinating the Performing Arts Center facility usage
2. Administrate and supervise all technical requirements associated with productions at the Performing Arts Center.
3. Assist in technical design to school productions or school related events.
4. Coordinate sound/light assistants for productions.
5. File required paperwork with the coordinator to ensure payment of student workers/interns.
6. Maintain sound, lighting and other technical equipment inventory for the PAC.
7. Complete annual reports of inventory
8. Request purchase of needed equipment
9. Ensure proper care is given to all equipment by visiting schools or rental parties.
10. Request service when equipment malfunctions.
11. Ensure all equipment is stored properly and returned to the storage area after use.
12. Prepare PAC for performances, setting and focusing lights, setting up the sound system; program lighting computer to ensure proper timing of lights.
13. Coordinate light and sound for productions or the scheduling of personnel to manage the lighting or sound for productions.
14. Organize and maintain all areas related to the auditorium of the PAC.
15. Assist with room/stage set-up for internal/external facility requests for the PAC
16. Train designated users on designing/programming/focusing lights/sound equipment.
17. Offer assistance in technical design to school production or events
18. Communicate with employees/interns to coordinate productions, work with performers and performance groups and other issues related to the Performing Arts Center operations.
19. Assist in establishing and maintaining effective communication with the community and encouraging their participation and support.
20. Work a flexible schedule which will include weekends and evenings.
21. Comply with Georgia Code of Ethics for Educators.
22. Demonstrate prompt and regular attendance
23. Complete assignments and requirements on time and in compliance with directors.
24. Maintain accurate, complete, and appropriate records and file reports promptly.
25. Communicate effectively with students, peers, administrators, parents and the public.
26. Exhibit excellent interpersonal skills and project a positive image when dealing with students, peers, administration, parents, and the public.