

MODESTO CITY SCHOOLS

PC 1710

Job Description

HIGH SCHOOL AUDITORIUMS MANAGER

OVERALL RESPONSIBILITY

Under the direction of the Director of Facilities and Construction, work with community and school organizations to supervise and participate in the set-up, operation, striking, maintenance, and repair of sound, light, and projection equipment in the high school auditoriums, and maintain appropriate purchasing and inventory records.

SPECIFIC RESPONSIBILITIES

1. Assist all groups using the auditoriums with: loan-ins, load-outs, rigging of scenery, running of scenery during each performance; rigging, focusing, gelling, patching, and cuing all lighting; and setting up all sound equipment.
2. Maintain and repair all equipment including spotlights, light board, pre-set board, patch panel, dimmer rack, stage hardware, counterweight system, sound equipment, all sound equipment, and stage curtains.
3. Arrange and supervise professional and student help as needed for each event.
4. Advise in the purchase of all capital outlay items.
5. Maintain auditoriums in a clean and safe manner while meeting all Fire and Safety Code requirements.
6. Prepare and maintain appropriate personnel, payroll, purchasing, and inventory forms.
7. Observe all District rules and regulations to the use of equipment and the auditoriums.
8. Open and close the auditorium facilities when site custodial personnel are not available.
9. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
10. Perform other related duties as assigned.

WORK YEAR

Responsibility Days

SALARY

Classified Unit Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

Knowledge of major manufacturers of stage, lighting, control and sound equipment.

Knowledge of Federal, State, local resources and commercial outlets for stage, lighting and sound equipment/hardware.

Knowledge of repair and maintenance procedures for all stage, lighting and sound equipment.

Knowledge of the function, use, and limitations of sound, lighting, and stage equipment/hardware.

Knowledge of safe load-in and load-out procedures.

HIGH SCHOOL AUDITORIUMS MANAGER (continued)

QUALIFICATIONS (continued)

Knowledge/Ability

Minimum Requirements:

- Ability to identify problems in non-operative and unsafe equipment and take corrective action, including the ordering, replacing and repairing of defective parts.
- Ability to rig all types of scenery.
- Ability to rig, focus, patch, gel and cue a show from a light plot.
- Ability to operate the counterweight system in a safe and efficient manner.
- Ability to design a light plot from the verbal or written direction of a director or technical advisor.
- Ability to advise the appropriate color selections from the different Roscolux colors available for gelling spotlights.
- Ability to replace light bulbs in all stage spotlights and equipment with the appropriate type and wattage.
- Ability to judge time requirements for set-up and strike for each activity.
- Ability to set up and run all sound equipment including microphones, tape playback, amplifiers and speakers.
- Ability to interpret directions from people who are not oriented in theater technology and procedures.
- Ability to supervise, assist, and advise students connected with stage performance and production set ups.
- Ability to communicate and maintain cooperative relationships with those contacted in the course of work.

Experience

Minimum Requirement:

- Successful operation and maintenance of a variety of equipment used in live stage and audio/visual stage presentations.

Education

Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

REPORTS TO:

Director of Facilities and Construction

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Cabinet Approved: 9/5/95

Unit Approved: 9/12/95

Board Approved: 10/2/95