

**Title:** Auditorium Manager

**General Description:** The Auditorium Manager will be responsible for the operation of the auditorium including but not limited to the physical facility, the technology, ticket sales, event supervision, etc.

**Qualifications:**

- 1) Technical theatre and/or stage management experience preferred.
- 2) Accurate record keeping, attention to detail for ticket sales, etc.
- 3) Excellent written and oral communication skills.
- 4) Attendance and punctuality are important functions of this position.

**Reports to:** Principal

**Job Goal:** To manage all events in the auditorium, and maintain the auditorium in good working order and appearance.

**Job Duties:**

- 1) Supervise auditorium events as needed including assemblies, drama productions, musical performances, speakers, outside groups, meetings, and other events held in the auditorium.
- 2) Work with the Fine Arts Department, Principal, Assistant Principals, and others on scheduling and use of the auditorium.
- 3) Operate and maintain soundboards, lighting boards, equipment and the facility in general.
- 4) Manage all aspects of ticket sales.
- 5) Maintain the equipment and physical structure in the auditorium for safety and efficiency.
- 6) Maintain good working relationships with district technology and maintenance staff so that repairs and maintenance are done in a timely and cooperative manner.
- 7) Work with external contractors to maintain and supervise repairs in the auditorium.
- 8) Coordinate post production striking of materials and cleanup of the auditorium.
- 9) Open facilities as needed. Punctual onsite attendance is required.
- 10) Check that equipment is shut off and facility is properly locked and the end of the day/events.
- 11) Ensure heating and air conditioning is at proper levels for comfort.
- 12) Respond punctually and professionally to questions and request from building users.
- 13) Answer inquires both in person, on the phone, and through electronic communication in a pleasing, receptive, and helpful manner.
- 14) Ensure dress and comportment is in a manner conducive to a professional setting.
- 15) Accept shared responsibility for functionality and appearance of the auditorium.
- 16) Troubleshoot issues as they arise.
- 17) Evaluate situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- 18) Enforce BOE policy and student handbook rules.

- 19) Work with volunteers, students, and parents in a positive and professional manner.
- 20) Respond appropriately to emergencies or urgent issues as they arise.
- 21) Other duties as assigned.

**Physical Demands & Environmental Considerations:**

The environmental and physical factors described here are representative of those that may be present in the work place while the employee performs 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 stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must frequently lift and/or move up to 25 pounds, and regularly lift and/or move 50 pounds and occasional lift and/or move 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position will require working with students of all ages as well as parents, staff and volunteers. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.