

EVANSTON TOWNSHIP HIGH SCHOOL
District #202
1600 Dodge Avenue
Evanston, IL 60204
www.eths.k12.il.us

POSITION: Auditorium Manager - Category 4

REPORTS TO: Fine Arts Department Chair

Purpose Statement:

The purpose of the Auditorium Manager is to provide technical and logistical support for a variety of events in the three theatre spaces at ETHS; Upstairs Theatre, Auditorium, and Little Theatre.

MINIMUM EXPERIENCE AND EDUCATION:

- College degree with a concentration in technical theatre or theatre design preferred.

SKILL REQUIREMENTS/QUALIFICATIONS/KNOWLEDGE:

1. Knowledge of basic Audio-visual equipment including but not limited to: computers, projectors, etc.
2. Knowledge of stage technology including not limited to: lighting design and execution, sound design/recording/mixing using digital and analog systems
3. Basic computer skills.
4. Knowledge of auditorium equipment including but not limited to: stage rigging systems; band, choral and orchestral stage equipment, floor maintenance, and all safety code issues.
5. Knowledge of theatrical sound and lighting equipment.
6. Knowledge of power and hand tools.
7. Ability to work a flexible work schedule, including evening and weekends, to be onsite for events as needed.
8. Ability to communicate at a professional level with all stakeholders (ETHS administration, staff, students, community members, and outside rental customers.)
9. Ability to routinely lift more than 25 pounds, periodically spend extended periods on your feet, and the ability to walk up and down stairs often.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for technical support for performance-based school events such as:
 - o Moving properties onstage for performances (theatre set construction and design, pianos, harps, chairs, platforms, etc.)
 - o Striking and storage of equipment
 - o Operating sound and lights
 - o Setting up and striking technical furniture and equipment including, but not limited to, risers, chairs/stands, etc.
2. Collaborate with the Technical Director to maintain safety, efficiency and temporary infrastructure of the Auditorium, Upstairs Theatre, and Little Theatre facilities including: the stage, lighting and sound equipment, tools and equipment.
3. Provide technical production services for all rental events
4. Responsible for setup, maintenance of, and operation of technical stage equipment for all non-theatre events in the Auditorium, Upstairs Theatre, and Little Theatre. This includes lighting, electrical, stage draperies and baffles, counter-weighted batten system, and sound equipment.
5. Work with the ETHS staff to provide input to the facilities calendar and the budget to maintain proper function of Auditorium, Upstairs Theatre, and Little Theatre.
6. Provide AV duties as assigned
7. Work with external contractors on issues ranging from rigging replacement to lighting repair and special effects.

TERM OF EMPLOYMENT: **10 Month**

WORK ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling and significant finger dexterity. Generally the job requires 25% sitting, 50% walking and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

ETHS is an equal opportunity employer and does not discriminate regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability

EVANSTON TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER