



Performing Arts Center Coordinator Job Description

Date Updated: December 2020 FLSA Status: Non-Exempt
Reports To: Chief Information Officer Employee Group: Support Staff
Days Per Year: 262 Hours Per Day: 8
Salary Range: H3

Job Summary:

Assist in maintaining and scheduling the high school Performing Arts Center, which includes ensuring adequate student and parent volunteer staff members for productions and set construction. Assist in specifying, maintaining and implementing training of district theatrical/staging systems including lighting, sound, rigging, etc.

Primary Duties and Responsibilities:

1. Facilitate all productions in the Performing Arts Center (PAC) for both school activities and outside rentals.
2. Facilitate all technical requirements of shows within the Performing Arts Center (Musicals, Dance Theatre, etc.) which includes, but is not limited to, sound, lighting, rigging, scenic construction, and scenic painting.
3. Provide assistance to the advisors the Theater Arts Club
4. Oversee technical requirements and maintenance of other district performance spaces including, but not limited to Hackman Auditorium, CMS Auditorium, LMS Gym and Stage, and other large performance areas.
5. Recruit and supervise all student and parent volunteer crews in the PAC.
6. Assist with scheduling the high school PAC.
7. Assist show directors with the development of show production budgets.
8. Budget for the regular maintenance or replacement of equipment in all district performance spaces.
9. Assist the Media Coordinator & AV Security Technician with special programs and events, outside the PAC, such as pep rallies, graduation, etc.
10. Assist District personnel with miscellaneous theatrical/sound systems when necessary
11. Perform other duties as assigned.

Qualifications:

- Three (3) years technical theatre experience preferred
- Bachelor degree preferred



- Knowledge, understanding, and maintenance of and current theatrical technology including sound, lighting, rigging, etc. is necessary
- Submission of pre-employment medical examination (Section 148 of the PA School Code)
- Submission of the following clearances:
 - PA State Criminal History Record (Act 34 & Act 114)
 - PA Dept. of Public Welfare Child Abuse History Clearance (Act 151 & Act 114)
 - Federal (FBI) Background Check (Act 24)
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Physical Demands:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Stooping, kneeling, bending and twisting of the body
- Ability to bend, twist, kneel, stoop, climb, and crawl
- Ability to lift and/or carry supplies and/or papers weighing no more than 75 lbs.
- Ability to mostly stand with some sitting and walking

Sensory Abilities:

- Visual acuity
- Auditory acuity

Work Environment:

- Typical school office environment
- Subject to inside and outside environmental conditions

Temperament:

- Must possess excellent interpersonal skills

Cognitive Ability:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

Specific Skills:

- Must possess leadership skills
- Must possess supervisory skills
- Must possess computer skills
- Ability to operate various office/theatrical equipment



All job functions are to be executed through the lens of high quality, customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality customer service may include, but are not limited to, the following:

- Prompt responsiveness to inquiries
- Professional and courteous verbal and nonverbal communication
- Proactive problem solving

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Print Name

Signature

Date