

DeKalb CUSD 428
Job Description

Position Title: Auditorium Technician
Supervisor: District Auditorium/Facilities Use Manager
Calendar: 260-Days
FLSA Status: Non-Exempt
Affiliation: Unaffiliated
Date: September 1, 2023

Position Summary:

Ensure overall event success by providing high levels of technical support and customer service to events and facility activities. The technicians will set up built in and portable equipment as required for each event or activity. They will utilize and maintain district equipment at both DHS & HMS to present polished and professional events. Technicians will work alongside interested students and staff, and will be expected to help appropriately teach and train students on industry standards, best practices and proper use of equipment. This position works on an as needed schedule. Hours are based on events and district needs. Hours will typically be scheduled for evenings and weekends.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Serve as point of contact/district representative for events
2. Set up spaces with requested AV/Tech/Staging equipment
3. Add additional requests as the situation allows
4. Operate equipment as requested by client and supervisor during live events.
5. Report issues, concerns and events to supervisor or appropriate district staff.
6. Represent the District in an appropriate and professional manner at all times, with the expectation that live events can be stressful.
7. Maintain district owned and rented equipment, including but not limited to audio, video, lighting, staging, storage, event operations equipment and accessories.
8. Routinely check installed equipment for damages and malfunctions. Repair or report as needed.
9. Clean, inventory & organize equipment & consumables as well as event spaces as needed.
10. Provide high level customer service to event planners, attendees, students, staff and coworkers.
11. Assist in training students, staff and coworkers on industry standards, best practices and proper use of equipment.
12. Enforces all rules and policies of the DeKalb CUSD#428 and the Facility Use Program
13. Work as part of a team to solve problems .
14. Other related duties as assigned.

Qualifications

1. Minimum one year of experience required in any of the below areas:

- a. Experience working with Audio equipment - District uses Allen & Heath Digital Consoles, Shure Wireless Microphones, Dante & Q-Sys Networking
 - b. Experience working with Lighting Equipment - District uses ETC fixtures, consoles, and controls networking. Some varied LED & moving fixtures are used.
 - c. Experience working with Video Equipment - District uses Black Magic Networking and controls, varied cameras and typically Epson Projectors.
 - d. Experience working with Staging and/or in a Scene Shop. District has a scene shop with a complement of power tools and accessories to build scenic elements for productions.
 - e. Experience running live events - Experience as a stage manager or production manager
2. Completion of a Degree program related to technical aspects of live events is preferred.
 3. Candidate must pass a background check

Time Commitment: Hours are based on events and district needs. Hours will typically be scheduled for evenings and weekends.

Supervisory Responsibility

N/A

Position TRS Eligible

N/A

Work Environment

Work inside of any of the district buildings/areas as needed

Travel

N/A

Education and Experience

1. Minimum one year required in any of the below areas:
 - a. Experience working with Audio equipment - District uses Allen & Heath Digital Consoles, Shure Wireless Microphones, Dante & Q-Sys Networking
 - b. Experience working with Lighting Equipment - District uses ETC fixtures, consoles, and controls networking. Some varied LED & moving fixtures are used.
 - c. Experience working with Video Equipment - District uses Black Magic Networking and controls, varied cameras and typically Epson Projectors.
 - d. Experience working with Staging and/or in a Scene Shop. District has a scene shop with a complement of power tools and accessories to build scenic elements for productions.
 - e. Experience running live events - Experience as a stage manager or production manager
2. Completion of a Degree program related to technical aspects of live events is preferred.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The physical activity of this position. <i>(Please check all blocks that apply)</i>		
<input checked="" type="checkbox"/>	<input type="checkbox"/> A.	Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	<input type="checkbox"/> B.	Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	<input type="checkbox"/> C.	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	<input type="checkbox"/> D.	Kneeling. Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	<input type="checkbox"/> E.	Crouching. Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	<input type="checkbox"/> F.	Crawling. Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	<input type="checkbox"/> G.	Reaching. Extending hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	<input type="checkbox"/> H.	Standing. Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<input type="checkbox"/> I.	Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
<input checked="" type="checkbox"/>	<input type="checkbox"/> J.	Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	<input type="checkbox"/> K.	Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	<input type="checkbox"/> L.	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
<input checked="" type="checkbox"/>	<input type="checkbox"/> M.	Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than

		with the whole hand as in handling.
<input checked="" type="checkbox"/>	N.	Grasping. Applying pressure to an object with the fingers and palm.
<input checked="" type="checkbox"/>	O.	Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
<input checked="" type="checkbox"/>	P.	Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<input checked="" type="checkbox"/>	Q.	Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
<input checked="" type="checkbox"/>	R.	Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
The physical requirements of this position. (Please check only one block)		
<input type="checkbox"/>	A.	Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	B.	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
<input checked="" type="checkbox"/>	C.	Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	D.	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	E.	Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
The visual acuity requirements including color, depth perception, and field vision. (Please check only one block)		
<input checked="" type="checkbox"/>	A.	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
<input type="checkbox"/>	B.	The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature,

		such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
<input type="checkbox"/>	C.	The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
<input type="checkbox"/>	D.	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
The conditions the worker will be subject to in this position. (Please check all blocks that apply)		
<input type="checkbox"/>	A.	The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
<input type="checkbox"/>	B.	The worker is subject to outside environmental conditions. No effective protection from the weather.
<input type="checkbox"/>	C.	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	D.	The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input type="checkbox"/>	E.	The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input checked="" type="checkbox"/>	F.	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
<input type="checkbox"/>	G.	The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	H.	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
<input type="checkbox"/>	I.	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
<input type="checkbox"/>	J.	The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
<input checked="" type="checkbox"/>	K.	The worker is required to function in narrow aisles or passageways.
<input type="checkbox"/>	L.	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

Signatures

This job description has been approved by all levels of management:

Supervisor Name: _____

Signature: _____ Date: Click or tap to enter a date.

HR Representative: _____

Signature: _____ Date: Click or tap to enter a date.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Signature: _____ Date: Click or tap to enter a date.