

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Specialist Operations (auditorium Manager)

GENERAL DESCRIPTION

The essential function of the position within the organization is to support the initiatives and directives of the district's Operations Department. The position is responsible for supervising and collaborating with school based leadership for planning purposes, implementation and evaluation of productions and production outcomes. To provide support to the site administrator, auditorium staff/team and other personnel designated to lead the operational aspect of theater production and/or theatrical activity including those of community sponsorship and/or for community consumption. Advise and assign duties including some supervisory responsibility towards the daily operation of the auditorium facility and its staff/team, including production, direction, crew, crew chief, audio production and studio production assistants and apprentices. The position is responsible for auditorium supervision in partnership with school based leadership team and administrative designees.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned. Assists the Executive Director, Operations with the overall direction, management of the auditorium facilities within the school. Supervises one or more functional areas as assigned, dependent on the personality and strengths of each incumbent, the changing priorities in the District, and the needs for cross-training and career development.

The specialist operations may also:

1. alongside lead teacher, and principal designee may assign duties and supervise the daily operation of the entire auditorium production team, including producers/directors, studio crew/studio crew chief, audio production specialists/team and studio production assistants/team members and apprentices.
2. may assist the site administrator in the preparation of fiscal budgets concerning auditorium furnishings and/or equipment.
3. maintain inventory of materials, supplies, tools, and equipment required to assure continued operation of the facility.
4. maintain a comprehensive production schedule for all projects as well as detailed records regarding all facets of those projects, including types of services required. This may on occasion include man-hours worked, and costs of materials used.
5. Work with the entire auditorium staff in order to help in the production of the various series of instructional programs.
6. assume the responsibilities and duties of a producer/director for specific programs or series whenever

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needed.

7. perform and promote all activities in compliance with equal employment and nondiscrimination policies of the School Board of Monroe County.

8. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.

9. review current developments, literature and technical sources of information related to job responsibility.

10. have certifications or extensive experience and knowledge in the operations of stage rigging, state of the art stage/theatrical lighting, video and sound equipment.

11. responsible for coordinating inspections with the Building Department for any temporary stage or prop manufacturing/building.

12. ensure adherence to good safety procedures.

13. follow Federal and State laws, as well as School Board policies.

14. perform other duties as assigned by the site administrator and Executive Director Operations.

Oversee any transport function(s) for equipment/hardware or software while assuring compliance with standards for safety and the secure relocation of items between lodgings.

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. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

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People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads complex sentences, instructions, regulations, procedures, or work orders; writes collegially and completes routine job forms and incident reports; speaks collegially using proper grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving set procedures and rules and the ability to problem solve with inconsistent frequency; requires normal attention with periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals. Impact of decisions affects others including those in immediate work area.

Requires thoughtful and focused deliberation with informed choice.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment,

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work aids, or products.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

3- 5 years of of experience in related field.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Entertainment Technician Certification Program (ETCP) or similar certification from USITT or other similar industry recognized certification is preferred.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires three to five years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

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Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to bright/dim lights, dust or pollen, traffic, construction hazards during site inspections.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Principal

Supervises:

N/A

PAY GRADE: From: SSII To:

Number of Months: 10 Number of Days: 196 Hours: 8.0

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

Employee _____ Date _____

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06/14/2022 Board Approved