

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PERFORMING ARTS CENTER TECHNICIAN

SALARY SCHEDULE: SSP-10

COST CENTER: District Wide

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Typing and computer skills

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of theater equipment, lighting, sound and fly system. Skilled in carpentry and the safe operation of power tools required for the construction of set designs. CPR Certified and advanced knowledge of first aid. Extensive knowledge of safety standards including fire codes and requirements. Self-motivated to work independently. Ability to following directions and work as a team member. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Principal or designee

JOB GOAL

To assist in the coordination and technical needs of a Performing Arts Center.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist/supervise in the use of theater lighting, sound equipment, and fly system (rigging equipment).
- *(2) Oversee, manage and maintain shop class for set design.
- *(3) Communicate effectively with staff.
- *(4) Keep supervisor informed of potential problems or unusual events.
- *(5) Prepare all required reports and maintain all appropriate records.
- *(6) Perform first aid and be available to assist emergency medical personnel as needed.
- *(7) Act as liaison between school staff and community.
- *(8) Coordinate workshop and training sessions as required.
- *(9) Organize, monitor and control large assemblies before, during and after events in the Performing Arts Center; including parking facilities.
- *(10) Be available to work equipment and/or manage after-hour programs/performances on a predetermined rotating schedule.
- *(11) Respond to inquiries and concerns in a timely manner.
- *(12) Prepare all required reports and maintain all appropriate records using current ticket program.
- *(13) Follow all School Board policies, rules and regulations.
- *(14) Exhibit interpersonal skills to work as an effective team member.
- *(15) Demonstrate support for the School District and its goals and priorities.
- (16) Perform incidental tasks consistent with the goals and objectives of this position along with other campus functions as needed.

PHYSICAL REQUIREMENTS:

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 as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 01

*Essential Performance Responsibilities