

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Auditorium Operations Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	High School	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 Days
BOARD APPROVAL:	July 29, 2009	SALARY:	N-35/Operations Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, perform technical work in the operations and safe use of a comprehensive high school auditorium; coordinate and participate in the school and public use of auditorium stage lighting, sound equipment, stage design and scenery; perform general custodial duties as needed around the perimeter of the auditorium and other assigned areas related to auditorium work to provide a safe, sanitary, and high quality learning environment for students and staff.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Perform technical work in the operations and use of a comprehensive high school auditorium; communicate with other personnel to develop plans and determine production requirements. *E*

Coordinate and participate in the school and public use of auditorium stage lighting, sound equipment, stage design and scenery activities. *E*

Perform technical duties for productions, including construction of sets and props, assembly and use of sets, painting, lighting and other related duties to provide students access to high quality learning options and a variety of activities; break down and store sets. *E*

Operate a variety of audio-visual, lighting, sound and other equipment; provide technical information regarding proper operation as necessary. *E*

Enforce and interpret District rules, regulations and policies for auditorium usage; enforce safety and fire standards and rules and regulations. *E*

Maintain a variety of related records; develop and maintain the production calendar to provide reasonable, timely delivery of high quality services; maintain inventory of production items and stock; prepare event or production billings. *E*

Maintain stage machinery and rigging. *E*

Serve as custodian for stage, shop, auditorium, lobby and outdoor areas adjacent to the auditorium building; clean and maintain auditorium, restrooms, foyer and adjacent room in a clean and orderly condition to meet the needs of students and staff. *E*

Assist in the design and preparation of light plots as assigned.

Maintain custodial equipment in a sanitary manner; perform routine clean up of biological hazards as needed. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years auditorium or operations experience to demonstrate the knowledge and abilities listed below.

LICENSES AND OTHER REQUIREMENTS:

Special Requirements:

This position maybe expected to work evenings, nights, weekends, and/or overtime.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Current basic cleaning and disinfecting methods, procedures, and techniques.

Cleaning materials, supplies, equipment and storage.

Stage equipment including lighting, sound systems and staging for a variety of theatrical productions.

Stage props, furniture and scenery.

Stage safety including fire and safety rules.

Set design, construction, painting and prints.

Basic math and basic electricity.

Basic principles and philosophy of stage production.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

District goals.

ABILITY TO:

Manage the operations of a comprehensive high school auditorium.

Predetermine technical requirements for events and productions.

Troubleshoot problems.

Make routine adjustments and repair to auditorium and stage equipment and supplies.

Operate various phases of theatre equipment.

Maintain schedule of auditorium's use.

Read and write at a level appropriate to the duties of the position and follow both oral and written directions effectively in English.

Maintain cooperative working relationships and communicate with a diverse range of people using patience and courtesy.

Learn and apply current/new methods, procedures and technology to assigned duties.

Observe and report safety hazards and need for maintenance and repair.

Perform strenuous physical work.

Perform minor non-technical repairs related to current duties.

Apply integrity and trustworthiness in all situations.

Actively participate in meeting District goals.

WORKING CONDITIONS:**ENVIRONMENT:**

High school auditorium work environment; exposure to fumes, dust, chemicals, bloodborne pathogens, variances in temperature and equipment with moving parts; contact with cleaning agents and chemicals; heat from equipments; exposure to high levels of sound; working at heights; working around and with machinery having moving parts.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate equipment; hearing and speaking to exchange information; seeing to monitor stage preparation; standing or walking for extended periods of time; lifting heavy objects; bending at the waist; lifting, carrying, pushing, pulling and moving stage props and equipment.

Fresno Unified School District is an Equal Opportunity/Affirmative Action Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions

APPROVALS:

Kim Mecum, Associate Superintendent
Division of Human Resources

Date

Michael E. Hanson
Superintendent

Date

AudOpsMgr.MEY 7/29/09