



*Respectful, Responsible, Safe & Prepared*

## **POSITION DESCRIPTION WMS Auditorium Coordinator**

### **ORGANIZATIONAL RELATIONSHIPS**

The Waupaca Middle School Auditorium Coordinator is responsible for overseeing the usage of our Gerald Knoepfel Auditorium. To accomplish this, they must work closely with our students, parents, teaching staff, administrators, and community members. Through their work and coordination, all aspects of each performance/usage of the auditorium will meet district expectations.

### **PERFORMANCE RESPONSIBILITIES**

1. Maintain a presence at all scheduled events within the Gerald Knoepfel Auditorium or arrange for a substitute to be present. This includes performances and practices (as requested).
2. Consistently follow District established facility use procedures and safety protocols.
3. Communicate effectively with building staff, school and non-school groups, maintenance and facilities staff, building clerical, and technology personnel.
4. Coordinate with the Technology Department and Facilities regarding needed equipment and repairs.
5. Use the District scheduling system to approve and monitor event requests year-round.
6. Establish and maintain the level of service, staff, equipment, and set-up needed for each event.
  - a. Lighting and sound design and equipment maintenance
  - b. Fly system and stage organization and safety
  - c. Hiring outside contractors as needed, in coordination with the appropriate director (i.e. facilities, technology, etc.)
7. Develop a current and long range budget for the auditorium.
8. Keep accurate records of equipment and supplies.
9. Train people in becoming lighting, sound, and stage equipment operators.
10. Maintain an auditorium incident and accident log book.
11. Submits to and discusses with the Activities Director the following reports:
  - a. Quarterly
    - i. Auditorium usage
  - b. End of Year
    - i. Auditorium usage
    - ii. Equipment inventory
    - iii. Budget
    - iv. Auditorium needs and long term plans
12. In addition the candidate should

- a. Have effective communication, public relations, and interpersonal skills.
- b. Have a commitment to teamwork.
- c. Be highly organized and ability to react well under pressure

13. Other duties as assigned

**QUALIFICATIONS**

- 1. Preferred:
  - a. Previous performing arts center coordination experience.
  - b. Previous experience operating lighting and sound equipment.
    - i. Electrical background
- 2. Required:
  - a. Ability to pass district hiring protocols
  - b. High school diploma or equivalent

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- 1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- 2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.
- 3. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**TERMS OF EMPLOYMENT**

- 1. This position is considered part time.
- 2. The Gerald Knoepfel Auditorium Coordinator will report to the District Co-Curricular Activities Director.
- 3. Compensation will be based on the district’s extra curricular chart.

CREATED: 04.04.2022

REVISED:

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.