VACANCY NOTICE

POSITION: Performing Arts Center Manager
LOCATION: Belvidere High School
START DATE: July 1, 2015
HOURS: Hours Vary – Part-time
SALARY: $14,004 per year
QUALIFICATIONS/EXPERIENCE:
- Experience in theater technology and theater operations
- Per district job description – see attached

Qualified applicants should complete an online application at www.district100.com:

Human Resources Department
Belvidere Community Unit School District #100
1201 Fifth Avenue
Belvidere, IL 61008

Posting: February 24, 2015

*ALL CURRENT EMPLOYEES MUST CONTACT DR. GREENLEE, ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES, OF THEIR INTEREST IN THIS POSITION IN WRITING WITHIN 7 DAYS OF THE POSTING DATE TO BE CONSIDERED FOR THIS POSITION.

Community Unit School District #100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry, or marital status.
Job Description

Position: Performing Arts Center Manager

Reports to: Building Principal and/or administrative designee.

Qualifications: Experience in theater technology and theater operations.

Terms of Employment: 12 months (Part time - Hours will vary.)

Basic Function: Responsible for the overall operations of the Performing Arts Center (PAC) which includes box office operations and coordination of ticket sales for the events.

Performance & Responsibilities:

1. Plan, organize, schedule and coordinate PAC facility operations, events and performances, the use of technical and non-technical equipment, and design appropriate lighting, sound and stage equipment.
2. Work with faculty and the Administration on the scheduling of events and activities.
3. Assist with the coordination of productions with internal/external event representatives in order to prepare for facilities requirements; Inspect and perform equipment and system maintenance and refurbishing as needed.
4. Prepare PAC for performances, setting and focusing lights, setting up the sound system, program lighting computer to ensure proper timing of lights.
5. Research, recommend and order new equipment, instruments and other purchases for the PAC.
6. Organize and maintain the areas related to the Performing Arts, including the costume room, dressing rooms and make-up rooms and other areas as assigned.
7. Responsible for the coordination and sale of tickets for performing arts/patrons of the arts events.
8. Assist with room set up for internal/external facility requests for the PAC.
9. Oversee the specific scheduling of times (rehearsals, performances, etc.) for the events booked in the PAC.
10. Coordinate and train designated users on the designing/programing/focusing lights/sound equipment.
11. Knowledge and use of proper lifting techniques.
12. Ability to provide technical guidance and input into the technical operation of the PAC.

13. Ability to safely operate and maintain technical theatre tools and equipment.

14. Ability to establish and maintain cooperative and effective working relationships with others.

15. Ability to prioritize and schedule work and multi-task

16. Excellent communication skills and customer service skills.

17. Ability to solve issues and work with diverse population, work with large crowds and young children.

18. Ability to work or meet in the evenings and/or on weekends.

19. Perform any other assigned responsibilities, duties and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.

**Working Conditions:**

The following physical conditions and hazards may be encountered in this position:

1. Indoor environment; some noise, dust, variance in temperatures, moisture and/or humidity, paint fumes during stage construction.

2. Exposure to electrical hazards, mechanical hazards, chemical hazards, explosive hazards, and/or burn hazards.

3. While performing the duties of this job, the employee is regularly required to walk; use hands to finger handle, or feel; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms and talk or hear.

4. The employee is occasionally required to sit and stand for extended periods.

5. This position requires frequently lifting/moving up to 10 pounds; and requires regularly lifting up to 25 pounds.

6. This position may also require close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.