

POSITION DESCRIPTION
Community Education Facilities Use Theater Technician

Job Purpose: To monitor the use of and maintain the Central Middle School and Eden Prairie High School Performing Arts Center spaces and associated audiovisual technology and technical equipment to maximize use and minimize risks.

Reports to: Performing Arts Center / Auditorium management, Facility Use Supervisor

Primary Customers:

Internal: Students utilizing Central Middle School and Eden Prairie High School facilities for curricular use or participation in Fine Arts groups, clubs, or teams. Central Middle School and Eden Prairie High School teachers and club/activity advisors. District and school administration, district music and drama directors, Student Activities staff, student technicians, Buildings and Grounds staff, Community Education staff.

External: Residents, associations, performers, community groups, and other organizations interested in or currently renting or otherwise utilizing Central Middle School Performing Arts Center and Eden Prairie High School Performing Arts Center and Auditorium facilities. Parents, spectators, Community Education participants, and others visiting the facility outside of school hours.

Position Qualifications:

Education/Certification:

- High school graduate or equivalent
- Post-secondary coursework in theater management or formal training in the technical aspects of theater operations preferred
- CPR and First Aid training preferred

Experience:

- Experience with the operation of performing arts facilities and theater equipment preferred
- Experience working with adolescents, coaching, directing or advising youth, preferably within an educational setting

Qualifications:

- Excellent human relations skills, customer service orientation
- Ability and willingness to learn technical and theater technology skills to a high degree, including analog and networked audiovisual systems, control boards, and associated production software
- Demonstrated Dante audio networking experience
- Familiarity with the ETC Element and Yamaha Q- and C- control board product lines preferred
- Demonstrated written and verbal communication skills
- Ability to work and make decisions independently and stay calm under pressure

- Trustworthy and reliable
- Demonstrated problem solving and technology troubleshooting ability
- Ability to give direction to groups of youth or adults
- Proficiency in Microsoft Office Suite and Google Workspace (formerly G Suite)
- Commitment to equity and demonstrated ability to work with and in service to people of varying backgrounds
- Ability to adhere to district policies and procedures
- Excellent time management skills; ease at managing competing demands
- Ability to work evenings and weekends
- Ability to perform the following actions: lifting and carrying up to 30 pounds, reaching, stooping, standing, bending, crouching, walking, sweeping

All positions are designed to support the **MISSION** of the Eden Prairie School District:
Inspiring Each Student Every day.

Essential Responsibilities:

1. In cooperation with the Facility Use program management staff, Student Activities Offices, Student Technicians, and other district and building staff, assist in the use of the performing arts spaces and equipment at Central Middle School and Eden Prairie High School:
 - a. Provide technical assistance for school and district use of the performing arts spaces for performances.
 - b. Operate sound equipment, lighting equipment, and other technical systems during performances and productions; troubleshoot and resolve problems with equipment.
 - c. Oversee student technicians during productions as necessary
 - d. Coordinate with user groups during productions on sets, props, and other equipment; assist in the installation and set-up of props and sets.
 - e. Utilize proper safety practices and procedures.
2. Monitor the use of the Central Middle School and Eden Prairie High School Performing Arts spaces outside of school hours as scheduled.
 - a. Serve as the Eden Prairie Schools Facility Use Program representative for groups utilizing facilities.
 - b. Explain facility use procedures and ensure group adherence to policies, regulations, and procedures.
 - c. Ensure a clean, safe, and welcoming environment that is ready to host each group:
 - i. Set up spaces according to group needs.
 - ii. Post signage to support safe and efficient traffic flow.
 - iii. Greet and assist participants.
 - iv. Follow school safety and security policies and procedures.
 - v. Address any health and safety matters immediately and appropriately. Provide emergency information and assistance as needed.
 - vi. Problem solve and report any issues in an accurate and timely manner,

- including any reports of injury, attendance changes, or other issues that arise.
- vii. Monitor the facility to ensure that students and visitors are in the assigned and designated locations.
 - d. Ensure spaces are clean and returned to proper condition for school use.
 - i. Clean facilities (vacuum, sweep, remove trash, sanitize, etc.) as needed.
 - ii. Return equipment and prepare space for school use.
 - iii. Report on the condition of equipment used by each group upon completion of their use to Facilities Use staff
 - iv. Report any maintenance needs to the custodial team or other staff as needed.
 - 3. Maintain and inventory equipment. Proactively collaborate with district and building staff regarding seasonal equipment and setup transitions.
 - 4. Provide back-up coverage in other buildings as necessary.
 - 5. Participate in meetings and training as directed.
 - 6. Assume other tasks and responsibilities as requested.

This list of essential responsibilities describes the general nature and work expected of an individual assigned to this position. Employees are required to perform any other job-related duties as requested by their immediate supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Terms of Employment:

Classification Number:	CLASS 4
Hours/Day:	Varies*
Working Days/Year:	Varies*

*These hours and workdays may fall on evenings and weekends if necessary and are subject to change according to district need.

Working conditions are determined by a written contract between CLASS and the Eden Prairie School District.

Evaluation

A performance review will be conducted annually by the supervisor in accordance with the district policies and procedures.