Edina Public Schools
Position Description

Section I: General Information

Position Title: Auditorium and Media Technician	**Department:** Community Education
Immediate Supervisor: Auditorium and Events Manager	**FLSA Status:** Non-exempt
Position Summary: Under the direction of the Auditorium and Events Manager, the Auditorium and Media Technician will provide supervision and assistance in the operation of sound, lighting, and rigging systems in district auditorium and event spaces for facility users.	

Section II: Essential Duties and Responsibilities

- Provides technical assistance to facility users.
  - Assists with access and use of technical equipment such as sound and lighting consoles, microphones, projection systems, and curtains.
  - Answers basic questions regarding application of technology / media.
  - Adapts equipment to meet special needs of the facility user.
- Maintains and properly stores equipment and tools.
- Resets facility to standard setup after use.
- Follows facility policies and procedures.
- Maintains a healthy, safe, and secure environment.
- Advises facility users on safe use of facility and equipment.
- Ensures quality customer service and responds to customers in a courteous and respectful manner.
- Other duties as assigned.
- Attends work regularly and punctually.

Section III: Essential Skills Required to Perform Position Duties

- Ability to make independent decisions.
- Ability to anticipate and diffuse problems and disruptive situations.
- Ability to effectively collaborate with employees.
- Ability to follow written and verbal instructions.
- Ability to work in a fast-faced environment while sometimes under pressure.
- Ability to work with ETC Lighting Consoles, Shure Wireless Microphone Systems, projectors, and motorized or counter-weighted rigging systems.

Section IV: Minimum Work Requirements

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required for the position.	• No education or experience required. Previous experience in technical theater preferred.
LICENSE/CERTIFICATION REQUIREMENTS:	**N/A**

Section V: Supervision Requirements

Title of Position Directly Supervised	Number of Employees
	0
Total	0

Section VI: Physical Position Requirements

Physical Activities									
Amount of Time Spent	**None**	**33% Occasionally**	**34-67% Frequently**	**68-100% Continuously**	**Physical Lift, Carry, Exert**	**None**	**33% Occasionally**	**34-67% Frequently**	**68-100% Continuously**
Stand				x	**Up to 10 pounds**			x	
Walk				x	**Up to 25 pounds**			x	
Sit		x			**Up to 50 pounds**		x		
Use hands to finger, handle or feel				x	**Up to 100 pounds**	x			
Reach with hands and arms				x					
Climb or balance				x					
Stoop, kneel, crouch or crawl				x					
Talk or hear				x					
Taste or smell	x								

Classification History: Job description created by ISD 273 Human Resources 6.2023.