

LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION

POSITION TITLE: Auditorium Technician

DEPARTMENT / BUILDING: District Wide

TITLE OF IMMEDIATE SUPERVISOR: Facility Use & Systems Manager

BARGAINING UNIT: Casual Other

EXEMPT/NON-EXEMPT: Non-Exempt

LOCATOR (HR use only): 010

POSITION SUMMARY: The Auditorium Technician is responsible for working the A/V equipment under the direction of Auditorium & Facility Coordinator for district and non-district events while following District policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Assist with theater operations for outside events.
2. Operation of theatrical lighting equipment.
3. Maintenance of theatrical lighting equipment (focusing lights, changing lamps, etc.).
4. Operation of spot light fixtures.
5. Working knowledge of rigging system.
6. Operation of rigging system.
7. Operation of theatrical sound equipment.
8. Maintenance of theatrical sound equipment (Changing out batteries, cleaning and organizing equipment, etc.).
9. Basic understanding and operation of Video Projection Systems.
10. Equipment set up and tear down for events.
11. Work with clients to ensure their technical needs are met.
12. Maintain a safe and clean work environment.
13. Professional and friendly customer service focus.
14. Clear and direct communication responsibility in all event and preparation actions.
15. Troubleshoot sound, lighting, and projections equipment as needed.
16. Assist clients with special needs and requests while in the auditorium.
17. Provide guidance and mentorship to student technicians.
18. Ability and willingness to learn, understand, and follow documented work procedures.
19. Attends staff meetings as needed.

20. Demonstrates prompt, regular and reliable attendance.

21. Other duties as assigned.

REQUIRED QUALIFICATIONS (Specific training or job experience required before appointment):

1. High School Diploma/GED required
2. Prior customer service experience.
3. Strong organizational and time management skills.
4. Maintain professionalism at all times.
5. Ability to work accurately, independently and as a team member.
6. Ability to work through challenging situations.
7. Able to take initiative and problem solve within the guidance provided by the Facility Use Management.
8. Strong verbal and written communication skills.

PREFERRED QUALIFICATIONS

1. Prior theater production or live event experience preferred

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand			X	
Walk		X		
Sit		X		
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk, see and hear				X
Taste or smell		X		
Physical (lift and carry):			X	
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds		X		
More than 100 pounds		X		

DATE: 04/29/2024