

LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION

POSITION TITLE: Performance Facilities Coordinator

DEPARTMENT / BUILDING: Facility Use Team

TITLE OF IMMEDIATE SUPERVISOR: Facility Use & Systems Manager

BARGAINING UNIT: Non-Affiliated

EXEMPT/NON-EXEMPT: 009

LOCATOR (HR use only):

POSITION SUMMARY: The Performance Facilities Coordinator provides comprehensive oversight of all district auditoriums and performance spaces, ensuring optimal functionality and professional operations. This role involves supervising and developing a diverse team of auditorium support staff, casual event workers, and student technicians while coordinating logistics and staffing for both district and community events. The position includes technical production support for high school theatrical productions and management of the annual budget for facility upgrades, maintenance, and equipment procurement. The role requires strong leadership skills, technical expertise, and the ability to balance educational programming with community engagement across multiple venues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Under direction from Facility Use & Systems Manager, and in collaboration with Activity Directors, Fine Art leaders, Community Education Enrichment Manager, secondary building leaders and members of the Facilities Plant Planning team, the Performance Facilities Coordinator will support, guide and direct in areas that are supportive of the department and district missions, visions and strategic plan
2. Collaborates with those roles and departments listed above to make the auditorium teams a part of a unified, and collaborative philosophy that is that of ISD194
3. Stays current with safety standards and ensures program compliance across all auditorium operations
4. Develops, implements, and updates safety procedures for auditorium systems, including lighting, audio, and rigging, while maintaining necessary certifications for specialized equipment
5. Oversees daily operations of all three District auditoriums, ensuring consistency and efficiency. Implements and manages systems to maintain proper staffing, financial accountability, and technology controls in alignment with District policies and legal regulations.
6. Maintains confidential records related to customers, registrations, payments, and class information, while adhering to all District safety and security protocols.
7. Manages the inventory, maintenance, and upkeep of auditorium equipment and infrastructure, including lighting, audio, and stage systems.
8. Collaborates with District staff to plan for short- and long-term equipment upgrades and ensures timely completion of inspections and safety checks.

9. Monitors space utilization and recommends maintenance or improvements for auditoriums and supporting fine arts facilities.
10. Supports Fine Arts and school events by coordinating staffing and logistics, and engaging with participants, families, staff, and community members
11. Works with the Facility Use Office to support non-District events, providing oversight of logistics, client communication, staffing coordination, and walkthrough scheduling.
12. Annually develops and maintains procedure manuals for the Student Tech Program and District Auditorium Support Staff.
13. Plans meetings and walkthroughs with appropriate stakeholders for internal and external event logistics and supports
14. Schedules all trainings, and support staffing needs for the Auditorium Supervisor team, and the District Student Tech Team
15. Serves in an on-call capacity during evenings and weekends, as needed, to support Auditorium or Special Events held in school facilities
16. Manages an annual budget allocated for minor auditorium projects and year-round supply needs
17. Collaborates with high school Fine Arts directors to assess equipment needs for the drama department, and works with high school administration on funding requests and budget processing as needed
18. Oversees the procurement, use, organization, and maintenance of auditorium supplies and equipment
19. Coordinates with the Facility Use and Systems Manager and the Executive Director of Operations on major projects requiring financial approval.
20. Collaborates and problem-solves with community members, organizations, District staff, and advisory councils to develop, implement, and coordinate initiatives that address community needs.
21. Establishes and maintains strong relationships and effective communication with students, parents, community members, program staff, and District personnel to ensure high-quality service delivery.
22. Actively participates in departmental and cross-functional meetings, including Facility Use operations, high school leadership collaboration, and District-wide auditorium planning and coordination
23. Strives to become knowledgeable in all aspects of High School activities, Middle School Activities, software scheduling used and requirements for non-District facility use processing and legal needs
24. Seeks out and identifies opportunities for ongoing professional development of self and others. Assists in developing and planning professional development training
25. Responsible for data collection, maintenance, research and analysis related to District Auditorium Function Reports, Event Schedules, District Building Schedules, and Special Event schedules
26. Assists the Managers in the preparation, completion and submission of state and federal reports
27. Prepares and delivers written, electronic and oral presentations to staff, students, parents, customers, community groups and advisory councils when necessary
28. Performs other duties as needed or assigned by the Facility Use & Systems Manager

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Delivers a high standard of customer service including serving as the primary contact for program specific needs, problem solving, conflict resolution and making reasonable adaptations or special accommodations for participants.
2. Prioritizes tasks and projects on a daily, seasonal and annual cycle. Manages multiple requests simultaneously while meeting project deadlines
3. Maintains flexible office hours at the Juniper Path Building or other locations for the purpose of carrying out job duties as well as servicing the needs of the public. General office hours will be from 8:30 a.m. to 4:00 p.m. year round. Will work periodic evenings and weekends. Currently this position works 261 duty days per year.
4. Travels between District facilities, other educational sites and regional/state meetings as necessary or directed
5. Performs duties with awareness of all district requirements and procedures, Board of Education policies, as well as governmental laws, rules and regulations.
6. Carries out written and/or verbal instructions

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

1. B.A. or B.S. Degree in Technical Theater, Theater Education, or 4 years of experience in a related field
2. Two or more years of experience in a leadership role
3. Customer service, group facilitation, team building and conflict resolution training and experience are preferred
4. Excellent interpersonal, problem solving and customer service skills
5. Excellent verbal, written and electronic communication skills
6. Excellent planning and organization skills
7. Pays high attention to detail and organization
8. Proficient using Windows, Apple and Google based computer operating systems. Proficient in software systems including word processing, desktop and web publishing, spreadsheets, databases, e-mail, calendar, cloud storage and e-commerce software.
9. Knowledge and experience with Theatrical Audio Systems. Ex. Yamaha, Allen and Heath, Qsys, Qlab, and Dante
10. Knowledge and experience with Theatrical Lighting System. Ex. ETC Element, ETC Ion, Intelligent Lighting, LED Fixtures, Incandescent Fixtures, Lighting Networks, and Dimmer Racks.
11. Knowledge and experience with Theatrical Rigging Systems and Stage operations.

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):				
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: 06/17/2025