



# KENT SCHOOL DISTRICT

EQUITY | EXCELLENCE | COMMUNITY

## Position Description

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| <b>TITLE: Performing Arts Center (PAC) Manager</b> | <b>REPORTS TO: High School principal</b> |
| <b>COMMUNITY: Athletics &amp; Activities</b>       | <b>FLSA STATUS: Non-Exempt</b>           |
| <b>CLASSIFICATION: Coaches</b>                     | <b>WORK PERIOD: 12 Month</b>             |
| <b>ISSUE DATE: September 2025</b>                  | <b>SALARY: Coaches Salary Schedule</b>   |

### PRIMARY PURPOSE:

The PAC Manager oversees the facility, staffing and billing. PAC Manager is responsible for the upkeep of the equipment, the safety of the facility and the training of the Theatre Technicians and Event Managers. The PAC Manager is also responsible for keeping the theatrical equipment up to industry standard, purchasing or procuring new equipment through PAC budget and CTE grants when needed. As the onsite business manager, the PAC Manager processes applications for facility use, creates estimates of charges for user groups and determines final user group fees. The PAC Manager also hires, trains and schedules theatre staff for school, community, and professional events throughout the school year. The PAC Manager provides training and oversees PAC upgrades and equipment purchases and installations which occur in the summer. The PAC Manager is responsible for coordinating technical needs for productions with user group promoters/stage managers.

### REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

**E = ESSENTIAL FUNCTIONS:** Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.

- Plan, organize, coordinate KSD PAC operations, events and performances, including the use of technical and non-technical equipment, with faculty, theatre staff, and external groups. **(E)**
- Track, update, share, and communicate with school's designated facilities scheduler on maintaining master schedule of events. Conduct production meetings to aid in the coordination of activities in the PAC. **(E)**

- Design, execute, and run varied theatrical design for PAC events and productions (design assignment may vary based on production need) in conjunction with the Technical Director, Event Manager, faculty, technical staff, and external representatives as needed. **(E)**
- Provide user groups with estimated and actual charges for use of PAC. **(E)**
- Maintain a running inventory of all PAC technical equipment and research, recommend and order new equipment as needed in conjunction with the technical director and performing arts faculty and staff. **(E)**
- Inspect and perform equipment and system maintenance and/or coordinate with external representatives to perform system maintenance on a regular basis. **(E)**
- Train theatre technician staff on the design and programming of equipment as needed. **(E)**
- Communicate with faculty and staff to provide high quality performing arts events. **(E)**
- Keep up to date with advances in lighting and sound technology and incorporate those advances as applicable into PAC events, activities, and performances. **(E)**
- Supervise the organization and maintenance of the areas related to the PAC, including the Costume room, Green Room, Dressing Rooms, Makeup Room and other areas as assigned. **(E)**
- Conduct school business in a professional and ethical manner that includes the KSD's core values of integrity, diversity, empowerment, service, learning and collaboration. **(E)**
- Communicate effectively in a professional and courteous manner with students, employees, faculty, and the general public. **(E)**
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision. **(E)**

#### **OTHER JOB DUTIES:**

**LEADERSHIP and COMMUNICATION SKILLS:** This position requires a self-motivated individual with the ability to exchange ideas, information, and opinions with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to effectively train, evaluate and develop student theatre tech staff; establish and maintain effective working relationships with faculty, theatre technical staff, students, and the public.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to make administrative and procedural decisions, ability to establish methods and procedures, ability to determine work procedures, assign duties, collaborate with relevant leadership and process improvements, and the ability to troubleshoot technical issues.

**EQUIPMENT AND SOFTWARE:** Working knowledge of lighting and sound consoles, stage equipment and rigging, and audio-visual media; knowledge of patching and programming conventional and LED lighting fixtures; Knowledge of wireless DMX systems; use of hand-held power equipment and/or light machinery; establish methods and procedures for acquiring, installing, testing, operating, or repairing machinery or technology systems; utilize current district information technology including but not limited to, Microsoft Office, Outlook, etc.

## **REQUIRED QUALIFICATIONS:**

- Minimum of two (2) years' experience in an operations position in a theatre or other similar venue with knowledge of lighting and sound systems, event management and coordination.
- Familiarity with OSHA requirements
- Strong interpersonal skills required, including excellent verbal and written communication skills in the English language
- Self-motivated with excellent organizational skills
- Effective troubleshooting skills
- Strong verbal and written communication skills in the English language
- Must be able to work a flexible schedule including early mornings, evenings, and weekends.

## **Knowledge, Skills, and Abilities**

Knowledge of school and school district policies, procedures, and practices; interpersonal skills using patience and courtesy; ability to establish and maintain cooperative and effective working relationships with others. Ability to provide technical guidance and input into the technical operation of the performing arts center; ability to safely operate and maintain technical theatre tools and equipment; working knowledge of techniques and methods of stage, lighting, sound and communications design, installation and preparation for theatrical or related performances; ability to design, operate and maintain technical lighting, sound equipment, and systems; knowledge and use of proper lifting techniques; ability to prioritize and schedule work and multi-task; proficient computer skills; ability to solve issues and work with diverse population, work with large crowds and young children.

## **Education and Experience**

(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

Associate degree, bachelor's degree from accredited college/university in a related field (Facility Management, theatre production, etc.) preferred; High School Diploma (or equivalent) required; two years full-time work-related experience as technical director, lighting design or technician and or sound designer or technician.

## **Licensing and Certification**

- CPR Certified
- CTE certification in theatre production

## **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in an indoor environment where there may be noise, dust, variance in temperatures, moisture and/or humidity, paint fumes during stage construction. The employee may be required to work or meet in the evenings and/or on weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in theatre and office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 40 lbs; to operate stage equipment requiring repetitive hand movement and fine coordination. Climb ladders, use and operate a Genie lift, and work in catwalks that can be 20-30' above the stage and house floors.

**Hazards:**

Exposure to electrical hazards, mechanical hazards, chemical hazards, and/or burn hazards

*In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.*