

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

August 9, 2021

**Stage Technician/ Assistant Auditorium Manager  
Chenery Auditorium  
Community Education Center  
Supervisory/Technical – Grade 7 (\$35,866- \$42,021)  
12-month, Full-time**

## **Scope of Responsibilities**

The Stage Technician/Assistant Auditorium Manager will assist the Chenery Auditorium Manager with the stage and technical operation of primarily Kalamazoo Central and Loy Norrix High School auditoriums and other areas as needed in the KPS District.

## **Performance Responsibilities**

1. Assists the Chenery Auditorium Manager and other staff with the daily operation of various performance and meeting facilities within the KPS District.
2. Assists the Chenery Auditorium Manager in supervising building safety and security for auditorium activities.
3. Works under the direction and cooperation of the building principals of Kalamazoo Central and Loy Norrix and in partnership with the Chenery Auditorium Manager, physically prepares stages and performance areas for all activities of the auditorium and KPS District.
4. Works under the direction and cooperation of the building principals of Kalamazoo Central and Loy Norrix and in partnership with the Chenery Auditorium Manager, supervises part-time stagehands and other technical crew in various auditorium settings.
5. Operates auditoriums' audio, lighting, rigging and related equipment in an appropriate and professional manner in such a fashion to enhance any production using the facilities.
6. Trains and supervises student and part-time personnel in the operation of audio, lighting, rigging, and related equipment for auditorium activities.
7. Maintains equipment in good working order. Maintains inventories of stage equipment and supplies.
8. Maintains a high order of cleanliness within the auditorium and related areas.
9. Provides technical guidance and if necessary, support to other KPS schools and departments as assigned.
10. Performs other duties as assigned.

### **Minimum Qualifications**

1. Minimum of two years plus of experience in all areas of technical theatre operation.
2. Excellent interpersonal and communication skills. Ability to communicate effectively orally and through various electronic formats such as email. Strong customer service skills.
3. Must be proficient with computer programs utilized in this position such as Word, and Google Suite. Excel, Graphics, Vectorworks and other programs are a plus.
4. Direct Lighting Design experience, ability to program lighting consoles such as the ETC Ion.
5. Ability to work with students, KPS personnel, and community members.
6. Ability to handle physical requirements of the job. (e.g., lift 50+ lbs. or more repeatedly and overhead if necessary), carrying equipment, work with/on ladders and scaffolding, climbing stairs.
7. Ability to work a flexible schedule which may include evenings and weekends.
8. Evidence of a desirable work record.

### **Desirable Qualifications**

1. Previous experience in Stage Management and show run/calling.
2. Experience in stagecraft and construction.
3. Post-secondary technical theatre and training.
4. Self-motivated to create and work on new projects as they become available within the district and auditoriums, and assisting Chenery Auditorium Manager with those projects.

Please apply online at [www.kpsjobs.com](http://www.kpsjobs.com) no later than  
**Friday, August 20, 2021.**

Kalamazoo Public Schools is an Equal Opportunity Employer.