

**MORTON UNIT SCHOOL DISTRICT 709**

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**Established 9/26/14**

**Revised 3/28/23**

**JOB DESCRIPTION**

**TITLE:** High School – Bertha Frank Performing Arts Center Technical Assistant

**JOB CLASSIFICATION:** Non-Certified Staff, Hourly

**QUALIFICATIONS:** 18 years old with high school diploma

**REPORTS TO:** Building Principal/High School Bertha Frank Performing Arts Center Coordinator

**JOB GOAL:** Technical Assistant works with the BFPAC Coordinator to ensure smooth operation of shows and productions.

**PERFORMANCE RESPONSIBILITIES (ESSENTIAL):**

- Assist with production operation of events in the Bertha Frank Performing Arts Center including but not limited to: set-up and strike of events, preparing microphones and other sound devices, assisting with media production (computer/projector/video/CDs/etc.), and lighting control operation.
- Assist with event operations, including but not limited to - setting up lights and sound equipment.
- Must be able to work with students, teachers and the public.
- Must be able to work independently, but seek direction when needed.
- Must be willing to work flexible hours on a daily/weekly basis including weekends and holidays.
- Must utilize district-wide work order system to complete job assignments
- Must use AESOP system to record vacation/sick/personal/used comp time
- Must be available for overtime when needed.
- Perform other such duties as assigned by the High School Bertha Frank Performing Arts Center Coordinator.

- Opportunities to expand technical knowledge outside of Bertha Frank production to assist with MPTV.