



WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

Position: Performing Arts Center Technician
(This position will be through EduStaff)

Location: Waterford School District Performing Arts Centers

Minimum Qualifications:

- Knowledge of stage rigging equipment and general theatre safety practices
- Experience with theatrical sound and lighting equipment and setups
- Knowledge of audio recording and digital lighting software
- Experience with scene shop power and hand tools and ability to train others for proper usage
- Experience reading and/or creating build drawings
- Ability to work with students, staff, theatre and music departments and community organizations in a creative, collaborative, professional atmosphere
- Ability to manage temporary staff, students, and volunteers
- Flexible schedule to include weekend and evening hours
- Moderate physical effort which may include frequent standing or walking, handling objects up to 50 pounds and occasional climbing, crawling or stooping, periodic handling of moderate weight parcels; use of medium weight tools and materials

Essential Functions:

- Manage a state-of-the-art performing arts center, hosting a wide variety of events
- Assess and provide for the technical needs of directors and those using the facilities
- Provide necessary technical training to temporary staff, students, and volunteers who work in the theatre

- Coordinate the synchronization of stage and house activities; report needed maintenance, repairs and improvements to ensure that the theatre is maintained in an orderly, clean, sanitary, and safe condition
- Maintain a safe, secure, and clean environment
- Serve as a knowledgeable resource to administration, teachers, students, and community representatives who use the theatre
- Assist with load-ins, stage setups, strikes and load-outs for facility rentals
- Advise facility users on best uses for technical equipment, lighting and sound reinforcement

Reports To: Performing Arts Center Coordinator

Workday/Week: Monday – Sunday

Starting Date: Immediately

Compensation: \$18.00 per hour

Posting Deadline: Ongoing

Internal and external candidates may apply by visiting www.waterford.k12.mi.us and selecting the icon “Employment” and next, “Job Postings Directory”. Include letter of intent, resume, and letter(s) of reference with the application. Employment is contingent upon receiving all required documentation (e.g., criminal background investigation and fingerprint records.)

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