

## **AUXILIARY PERSONNEL POSITION DESCRIPTION**

**Position:** Assistant CPA Director – Auxiliary Level V

Work Schedule: *30 hours per week, as needed basis not to exceed 40 hours per week*

Evaluation: *after 90-days, thereafter annually*

Reports to: *Fine Arts Division Leader – CPA Director*

**Summary:** Assist with the overall general maintenance and operation of CPA including all productions.

### **Essential Duties and Responsibilities:**

1. Must be willing to work flexible hours which are usually afternoons and evenings.
2. Follow other directives and functions from division leader that serve to improve services to the patrons, students and employees of the Penn-Harris-Madison School Corporation.
3. Construct sets, scenes, etc. for productions.
4. Assist with all event set up and tear downs.
5. Cover events when CPA Director is not available.
6. Manage basic tech tasks (coiling cable, putting equipment away, etc.) with high school students.
7. Manage student assistants.

### **Qualification Requirements:**

1. Basic knowledge of lighting/sound/video. Certification or degree a plus.
2. Basic Carpentry skills, with design skills a bonus.
3. General knowledge of a scene shop, main stage and black box spaces.
4. Excellent communication skills and the ability to work with high school students.
5. Excellent work habits, attendance record and successfully complete and pass all criminal history and child abuse clearances.
6. Shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.

**Physical Ability** ~ Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- While performing the duties of this job, the employee is required to stand, walk, climb steps, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, stoop, kneel, crouch or crawl, talk, and hear. The employee must be able to lift and/or move up to 20 to 80 pounds (heavy lifting).

**Sensory Requirements** ~ Most tasks require visual perception and discrimination. All tasks require oral communications ability.

**Environmental Factors** ~ The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Tasks are regularly performed without potential exposure to adverse environmental conditions, such as temperature and noise extremes, odors, humidity, vibrations, traffic hazards, violence, disease, or pathogenic substances. • The noise level in the work environment is usually moderate, however the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range

**Mental Effort** ~ Normal Concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.

~ When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity ~

*The Penn-Harris-Madison School Corporation will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*