

## **RAHWAY PUBLIC SCHOOLS**

**Rahway, NJ**

**JOB TITLE:** Part-Time Fine and Performing Arts (FPA) / Events Site Manager

### **MINIMUM REQUIREMENTS:**

- High School Diploma or equivalent
- 5 years of relevant technical experience
- 5 years of experience managing facilities
- Experience with lighting design
- Valid NJ Driver's License

**Location:** Rahway High School & The Rahway 7th & 8th Grade Academy Auditoriums, Rahway, NJ

**Reports To:** Manager of Building and Grounds, Business Administrator, Principal of Administrative Education and Special Projects, Building Administrators

### **Job Summary**

The Fine and Performing Arts (FPA) / Events Site Manager is responsible for the comprehensive oversight, management, and technical operation of all district performance spaces, including Rahway High School and The Rahway 7th & 8th Grade Academy. This critical role ensures the safety, functionality, and execution of all Fine and Performing Arts events, school functions, community events, and Board of Education meetings. The Manager will maintain the physical condition of the venues, coordinate all technical aspects, manage event logistics, and supervise necessary personnel and vendors.

### **Duties and Responsibilities**

The Site Manager shall perform all duties and responsibilities with due diligence and in a professional manner, including but not limited to:

#### **Facility Management**

- Maintain the physical condition of the Theater/Auditorium (RHS and RA) and other performance spaces, including conducting regular inspections, coordinating routine maintenance, and overseeing necessary repairs.
- Ensure the proper, safe, and efficient use of all stage equipment, technical apparatus, and facility technology.
- Collaborate proactively with school administration to ensure the safety and security of the premises for all staff, performers, and patrons during events and general operations.
- In collaboration with district administrators, manage and supervise all facility staff assigned to events, including ushers, maintenance personnel, and security staff.
- Coordinate with external vendors to ensure compliance with district policies for essential services, including specialized cleaning, equipment repairs, and security.

#### **Event Management**

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- Oversee the entire lifecycle of all events, performances, and activities hosted in the performance spaces, from initial setup and operational execution to post-event breakdown.
- Serve as the primary liaison and coordinator for event organizers, production staff, and technical crews, ensuring clear communication and efficient workflows.
- Ensure that all events strictly comply with relevant safety regulations and established Theater/Auditorium policies and procedures.
- Oversee streaming for concerts and promotions as needed.

### **Performances and Competitions**

- **Plays / Concerts (Events occurring at Rahway High School and the Rahway 7th & 8th grade Academy):** Design and execute lighting plans for all performances and events. Oversee and secure qualified vendors for sound design and execution. Manage the overall operation and execution of the event, including supervising external consultants as needed for performance purposes.
- **Marching Band / Jazz Band / Percussion Ensemble:** Monitor the safe loading and securing of all instruments for off-site events. Provide logistical support for competitions, including coordinating the transportation of instruments.
- **Transportation:** Transport equipment to various events, including but not limited to Marching Band Competitions, Football Games, other athletic competitions, and community events, adhering to all district transportation policies.

### **Graduation Ceremonies**

- Coordinate all technical aspects of graduation ceremonies, including sound, lighting, and visual presentations.
- Design, implement, and execute comprehensive logistical and technical plans for all graduation events.

### **Vendor Management**

- Identify and secure necessary vendor services for events (e.g., specialized lighting, sound equipment, staging) when appropriate, ensuring full compliance with district purchasing laws and obtaining prior approval from the Business Administrator.
- Collaborate directly with the Business Administrator and building administration regarding all vendor contracts and services.

### **Board of Education Meetings**

- Oversee, execute, and manage the sound system for Board of Education meetings.
- Manage the facility during meetings, including controlling lights, ensuring restroom availability, and securely closing the facility upon conclusion.

### **Annual Responsibilities**

- Monitor and communicate the scheduled use and availability of Performing Arts Spaces throughout the entire school year.

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- Create a detailed yearly list of items requiring repair or maintenance, secure the services of appropriate vendors, and monitor job completion in collaboration with the building administrator and the Facilities Manager.
- Coordinate and oversee the repair and maintenance of facilities
- Maintain technical equipment
- Train Technical staff to use equipment
- Duties otherwise assigned within the scope of the job description