

**SOUTH HAVEN PUBLIC SCHOOLS
POSITION/JOB DESCRIPTION**



Position/Job Title:	Auditorium Manager
Terms of Employment:	Fingerprint background screening is required of all new employees. Employment and rate of pay and benefits based on the Master Agreement between the SHPS Board of Education and the Guidebook for Support Services Personnel.
Evaluation:	Will be evaluated based on the Master Agreement between the SHPS Board of Education and the Guidebook for Support Services Personnel.

Position Function:

Under the direct supervision of the Director of Non-Instructional Services, the job of Auditorium Manager is done for the purpose/s of overseeing the technical operation of Listiak Auditorium; providing technical theater expertise and assistance to staff, students and community groups; scheduling and promoting the use of the Facility; and performing a variety of technical work such as operating, repairing, maintaining and rigging theatrical equipment.

Essential Functions:

- Performs the functions of stage hands, lighting technicians, sound technicians, etc. for the purpose of supporting crews during the staging of events.
- Maintains stage and media equipment for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area
- Maintains inventory of theater items for the purpose of providing security of tools, equipment, supplies, props, sets in the theater.
- Advises students, other site personnel and community clients for the purpose of providing information regarding safety, facility maintenance and use, and theater activities.
- Responds to inquiries from a variety of internal and external parties by phone, letter and/or in person (e.g. staff, parents, students, community organization, and the public etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.

- Participates in a variety of meetings as required (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Follows all applicable safety rules, procedures and regulations governing the proper use of tools and power equipment used in the performance of duties.
- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.
- The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility

Travel Requirements

Occasional travel between schools, or between schools and central office, may be required.

Knowledge, Skills and Abilities, etc.

- **SKILLS** are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in theater production; and preparing and maintaining accurate records.
- **KNOWLEDGE** is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: light and sound boards; schematics, carpentry, concepts of stage production and support.
- **ABILITY** is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adhering to theater and technical safety practices; meeting deadlines and schedules; working under time constraints; and frequently working extended or nonstandard hours.
- **RESPONSIBILITY** includes: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from

other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

- **WORKING ENVIRONMENT** - The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under some hazardous conditions and in a clean atmosphere.

Qualifications Profile:

- Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:
- High School Diploma or completion of sufficient education to successfully perform the duties of the position.
- Three years of responsible experience in management and operation of a community theater, auditorium, or similar facility. Experience in marketing, fund-raising and public relations is desirable
- MI Motor Vehicle Operator's license or ability to provide own transportation.

FLSA Status: Non-exempt

***Submit Application to:**

Kevin Dee, Director of Non-Instructional Services – kdee@shps.org
Kelly Schriner, HR Specialist - kschriner@shps.org
South Haven Public Schools
554 Green Street
South Haven, MI 49090

*An application can be found at <https://www.applitrack.com/shps/onlineapp/>

Condition of Employment: Fingerprinting is REQUIRED for all new school employees. South Haven Public Schools shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes").

10/7/25