

**SNOQUALMIE VALLEY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: **Performing Arts Center Facilities Assistant**

FLSA Status: **Non-Exempt**

Reports to: **Performing Arts Center Manager**

Classification: **Classified-PSE**

Directed by: **Director of Operations**

Supervises: **None**

Work Year: **School Year**

Salary: **As Stated in Schedule (Stadium 1)**

Position Summary: This position represents the interest of the District in Performing Arts Center (PAC) rentals and operations: Opens/closes; supervises events and rentals of the PAC.

Qualifications Required:

- One or more years of experience working in theatre or other entertainment industry field.
- Strong interpersonal communication skills.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- High School Diploma or GED/equivalent.
- Available to work flexible hours.
- Detail oriented; possess strong initiative and excellent organizational skills.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

Qualifications Desired:

- Theatre degree with technical emphasis or commensurate experience.
- Previous experience in a school setting or related learning/development environment.
- Experience enforcing rules and regulations with the public.
- Familiarity with work order management system and/or facilities scheduling software.

Essential Functions and Responsibilities:

1. Opens Performing Arts Center for use and secures after use.
2. Enforces Performing Arts Center rules and regulations.
3. Competently operates all equipment and tools necessary to perform the assigned duties, including technical equipment, lighting, sound and rigging, as necessary.
4. Cleans up before, during, and after events and rentals, including cleaning restrooms and stands, and emptying all garbage cans.
5. Demonstrated ability to work with and train student crews.
6. Exercises independent judgement in appraising a problem and selecting a suitable solution and freely consult with supervisor on changes as needed.

Nonessential Skills and Experience:

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Success Factors/Job Competencies:

1. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
2. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
3. Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
4. Demonstrated professionalism through conduct, punctuality, and minimal absences.
5. Demonstrated ability to adapt to a variety of working situations and learn new skills.
6. Demonstrated ability to follow oral and written directions, yet exercise independent and appropriate judgment.
7. Demonstrated strong initiative and self-motivation.
8. Demonstrated ability to work independently with minimal supervision.
9. Demonstrated ability to effectively supervise and train others.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* Setting up equipment as needed for each specific event. Must be able to lift at least 35 lbs. on a regular basis and at least 50 lbs. on an occasional basis. Work at heights from a ladder, lift, the catwalks, or the grid. Crouch, bend, kneel, reach with hands or arms, balance, stoop/bend, talk, hear, stand for extended periods of time.
- *Work Environment:* Employee may occasionally work near moving mechanic parts, in tight spaces, under low light levels, and at heights. The noise level is usually moderate and occasionally loud.

Performance Standards: The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of classified employees.

Approval/Revision Date: November 2025

General Sign-off: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.