

Job description to include (not exhaustive list):

- Report to the Director of Student Activities
- Work with various departments, staff and students
- Work with Student Activities Director/Assistant Director, and the Admin Asst. over Buildings and Grounds to schedule all location event/activities/functions
- Maintain a shared calendar of all events scheduled in the PAC in consultation with all stakeholders, team members, etc.
- Create and maintain a google classroom which must include student rosters and attendance of students enrolled
- Create and manage Facility Use Form for PAC
- Communicate with students regarding schedules, practice, etc.
- Communicate maintenance and safety concerns with the Theater Manager, Student Activities Director/Assistant and AP over Facilities
- Lead efforts to maintain communication between stakeholders
- Review and manage account budget; submit reports
- Coordinate and/or assist with fundraising efforts
- Manage club meetings, student meetings, play performances and duties related to performances
- Maintain student's safety on and off campus for performances which includes identifying where students are located during practice/rehearsals, performances, etc.
- Adhere to school rules and regulations, and policies
- Hold at least 2 school-wide events