



Employment Opportunity
Butler County Educational Service Center
May 22, 2019

POSITION: Facilities – Technical Services Assistant – Southwest

DESCRIPTION: The Activity Center Facilities / Technical Services Assistant will coordinate and oversee the operation of the Activity Center by performing the following duties. This list is not exhaustive and other duties may be assigned. WORK HOURS – Vary, dependent on events taking place in the Theater. It is understood that this job will primarily be performed in the afternoon and evening. Hours to be determined by the Director of Facilities. Weekend hours and extra hours during the week will be required at times.

QUALIFICATIONS:

- Minimum of an Associate's Degree in Communications, Recording Arts, Broadcasting, Theatre, or related field.
- Three years' experience working in a performing arts center, television station or live event venue.
- Successful experience in maintaining budgets, working with students and supervising others is also important.
- Ability to communicate effectively with students, parents, colleagues, administration, community members and rental clients. Ability to respond to common inquiries and complaints from students, parents, agencies, teachers, or members of the school community. Ability to effectively present information to administration, staff, public groups, and / or Board of Education if requested.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed above are representative of the knowledge, skill and / or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must pass criminal background checks, and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- Coordinate the technical aspects of all events taking place in the Martin Marietta Performing Arts Theater.
- Meet with the director / representative of each group using the facility to determine their specific needs.
- Ensure that the facility is ready for use when the group arrives.
- Serve as the on-site point of contact / representative of the school district during all times in which the group is using the facility.

- Operate sound, lighting and audio visual equipment during rehearsals and performances.
- Ensure that equipment is accounted for and stored properly following an event.
- Develop a working relationship with colleagues and community organizations to promote a strong, positive relationship between the district and the community, and to promote a positive image for the district.
- Seek to generate revenue for the district by recruiting outside organizations that may be interested in renting the facility during times when it is not being used by school groups.
- Help to promote events taking place in the Theater throughout the region using print, digital and online methods.
- Supervise the Student Sound & Lighting Crew, training students on the operation of equipment and safety procedures, and supervising their work during rehearsals and performances.
- Schedule the Student Sound & Lighting Crew, including communicating with parents when necessary.
- Schedule and supervise adult Sound & Lighting Technicians when additional personnel is required to run a rehearsal or performance.
- Maintain equipment inventory.
- Ensure that equipment remains in working condition by performing preventive maintenance, scheduling service and repairs when necessary, and keeping equipment and work spaces neat and organized.
- Work closely with the Director of Facilities on financial matters, including technician hours, rental charges, purchasing equipment and consumable goods, and repair costs.
- Assist with audio visual set-up and operational needs in the Activity Center Arena as well as other buildings and events throughout the district.
- Maintains up to date knowledge of technology utilized by the district.
- Assist with the installation, troubleshooting, maintenance and repair of audio visual and IT equipment, and other technology, in buildings throughout the district.

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with students, peers, parents and the community.

Ability to speak clearly and concisely in written and oral communications.

Ability to perform duties with awareness of district requirements and BOE policies.

Must have excellent organizational and time management skills. Experienced and proficient in use of technology.

Excellent verbal (including listening) and non-verbal communication skills. Must be able to work independently.

Knowledge of: Board policies and procedures, building policies and procedures, public relations, and state and federal reporting.

Ability to: Interpret policies and procedures, follow instructions, communicate effectively, maintain files and reports, collect data; schedule; and lift moderate amounts of weight.

Skill in: Basic math, English and communications.

SUPERVISORY RESPONSIBILITIES:

This person would directly supervise both students and adult sound and lighting technicians in the technical implementation of rehearsals and events. They would carry out supervisory responsibilities in accordance with the district's policies and negotiated agreements.

EQUIPMENT OPERATED:

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to unruly children/adults, blood, bodily fluids and tissue.

Frequent: Exposure to outdoor weather conditions during gross motor play. Exposure to blood, bodily fluids and tissue, unruly children/adults.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: August 2019
SALARY: Based upon Governing Board approved salary schedule
BENEFITS: Excellent benefit package available for all full time employees
WORK YEAR: Full Time – 191 days
DEADLINE: Until filled
APPLY TO: Apply by clicking: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Lori Thesken by the deadline.