



**JOB DESCRIPTION**

<b>Job Title</b>	Auditorium/Common Areas Coordinator
<b>Department</b>	
<b>Reports To</b>	Principal
<b>Classification</b>	Increment
<b>Location</b>	Secondary School
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Auditorium/Common Areas Coordinator is responsible for the coordination and set-up of all activities scheduled in their building’s auditorium and common areas such as IMC, commons/cafeteria, gym (not including electronic scoreboard), and outside facilities. The Auditorium/Common Areas Coordinator will work with the event’s representative as well as other District staff to ensure that all needs are met.

**Essential Job Functions**

- Attends all activities
- Consistently follows District established facility use procedures.
- Establishes the level of service, staff, equipment, and set-up needed for each event.
- Communicates with building staff, school and non-school groups, and Buildings and Grounds Secretary II regarding events.
- Coordinates with the Technology Department regarding event technology needs.
- Maintains a presence at all scheduled events or arranges for a substitute to be present.
- Develops current and long range budget for the auditorium.
- Keeps accurate records of equipment and supplies.
- Coordinates with Building Engineer to plan for and arrange needed repairs.
- Trains people in becoming lighting, sound, and stage equipment operators.
- Uses scheduling system to approve and monitor event requests year-round.
- Facilitates and attends all scheduled events within their building. (All events are covered by the increment except for community events outside the school day which may be time-carded.)

**Ancillary Job Functions**

- Acts as backup for other Auditorium/Common Areas Coordinator.
- Performs other duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Experience in managing or coordinating auditorium activities.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- N/A.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to organize and coordinate events in the auditorium.
- Excellent communication and mediation skills.
- Knowledge of stage equipment, sound and lighting systems.
- Ability to interact with staff, co-workers, students, and the public in a friendly, service-oriented manner.
- Ability to work evening, weekend, and summer hours as needed for scheduled events.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- May occasionally be required to drive to other locations.
- May occasionally be required to lift up to 20 pounds.