



## Job Description

**Job Title:** Sound and Lighting and Stage Manager

**Department:** Community Education and Administration

**FLSA Status:** Exempt

### General Definition of Work:

Ensures that the lighting, sound, stage set-up, and other technical aspects of all school and community education performances in the high school auditorium run safely, smoothly and on time. In addition, is able to improvise and solve unique technical problems as they arise. Work is performed under the close supervision of Community Education, for community activities, and the High School Principal, for high school activities. It is anticipated this position will require an average of 10-15 hours per week, depending on the season and Auditorium usage.

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### Essential Functions:

Must be current on theater sound, lighting, AV and staging equipment and best practices. Must work with the rest of a technical team, as well as creative practitioners, to plan, set up, perform and take-down (put away) all lighting and sound and AV equipment. Determines the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for events and performances in advance of production dates. Must ensure that theater equipment is kept in good working order and that all those using or exposed to it are safe. Must maintain technical performance spaces. Must work with and train other members of the tech crew. Must maintain an inventory and alert supervisors of any malfunctioning equipment. Must implement and oversee a regular maintenance program for all equipment. Must ensure the smooth running of the technical aspects of the day to day operations. Must organize the rigging, setting of lighting and sound equipment, acquiring and setting up of props-as it relates to technology and safety on stage for performances and rehearsals, working closely with staff members concerned. Works with individuals involved in the creation of stage props to ensure proper set-up. Must carry out these duties in accordance with health and safety regulations. In

conjunction with the community education director and high school principal, works in the creation of a viable calendar of events for the Auditorium.

**Knowledge, Skills and Abilities:**

The ability to work in a team and manage the demands and expectations of a number of people; effective communication between stakeholders; sound understanding of the production process and theatre techniques, including modern lighting and sound techniques and technical equipment. Must have mechanical skills to maintain light fittings, loudspeakers, stands, cables as well as carry out simple rigging. Flexibility, creativity and improvisation skills as well as attention to detail is crucial.

Thorough knowledge of the methods, materials, tools; thorough knowledge of hazards and safety precautions associated with type of work assigned; thorough knowledge of applicable codes, pertinent inspection and safety requirements; ability to interpret and follow standard safety precautions associated with the work area; ability to provide oral and written instructions and information; ability to take written direction and perform work duties with little or no supervision or guidance; ability to maintain maintenance records; ability to use modern office equipment and related software; ability to establish and maintain effective working relationships with building staff, students, co-workers, tradesmen, associates and general public. Knowledge of everything related to the well-run functioning of the Auditorium.

**Working Conditions:**

Hours may be irregular, related to the schedule of the productions and demands of the school and community education activities. Long shifts, late finishes and occasionally working on Sundays and holidays are common.

**Education and Experience:**

Minimum qualifications: High School diploma, two years experience with advanced sound and light boards, stage set-up and Auditorium usage.

**Physical Requirements:**

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires close vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to

toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements:** Training in sound and lighting and AV equipment and stage set-up and take-down.

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