



## Performing Arts Center (PAC) Coordinator

### **JOB DESCRIPTION**

The Performing Arts (PAC) Coordinator, under the supervision of the Director of Purchasing, assumes responsibility for the operation of the PAC; including maintenance, scheduling, and administrative functions.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Bachelor's Degree preferred

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of and experience in technical theatre, including sound engineering, light engineering, and applicable technology for District activities
- Excellent people skills
- Ability to multi-task
- Excellent organizational and time management skills

### **DUTIES AND RESPONSIBILITIES**

1. Responsible for the calendar; including reservations/record keeping, rehearsal/productions/meetings, scheduling conflicts, contracts and event information
2. Office duties such as budget, purchasing, phone/typing, all secretarial duties
3. Official contact between the High Schools and PAC
4. Responsible for student staffing for events
5. Responsible for payroll of staffing
6. Responsible for building management to ensure that rules are followed (usage of theatre rules)
7. Oversees all custodial work in the building and personally maintains all theatrical systems
8. Maintains an equitable balance in the Arts (Choir, Band, Theatre, and Orchestra)
9. Prioritizing District/School, School/School, and Principal to Principal usage equitably
10. Lighting engineer, to include light board programming, light hang and focus, and light system upkeep
11. Sound engineer, to include sound board operation, microphone, speaker, and mic cord maintenance, sound system upkeep, and District audio visual, which includes School Board meetings
12. In charge of rigging system and upkeep
13. Responsible for fly system safety and performs periodic rigging checks
14. In charge of the orchestra shell install and strike; engineer sound and lights in conjunction
15. Controls all nighttime events setup and strike
16. Available to work weekends
17. Oversees technology at School Board Meetings
18. Hall Monitoring (Administration) during the school day
19. Parking lot monitoring (morning, lunch, and after school)
20. Performs other duties as assigned

### **MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

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**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**PAY SCALE: PO2**

**NUMBER OF DAYS: 216**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/2/07*