

JOB DESCRIPTION

TITLE: PAC Director (~~0.5 FTE~~)

QUALIFICATIONS:

1. Bachelor of Arts degree in Theatre Management or equivalent.
2. Experience in Theatre Production/Management.
3. Ability to work flexible hours.
4. **Year-round availability on a weekly, part-time basis**
~~190 day contract with 10 day extension~~
5. Public relations skills.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: ~~Director of Business Services~~ **High School Principal**

JOB GOAL: To manage the Performing Arts Center (PAC) at Lincoln High School ~~and the auditorium of West Junior High School~~, to oversee the operation and provide access to facilities by school and community use in accordance with District educational standards and Board policies.

PERFORMANCE RESPONSIBILITIES:

1. Be responsible for the coordination and scheduled use of the PAC by users from Lincoln High School, schools in the District, Central Office and the School District community.
2. Respond to inquiries for PAC use per Board policies, procedures and operating guidelines.
3. Determine and arrange for equipment needs of PAC.
4. Determine the level of technical staffing needed for scheduled events and arrange for technical staff for assistance in the use of the PAC.
5. Teach and instruct technical staff including but not limited to lighting, sound and setup technician.
6. ~~Teach and develop~~ **Assist with the instruction and development of LHS students to be PAC technicians and to work at PAC activities.**
7. Assist in setup and preparation of the PAC; instruct in safe use of equipment, prepare sound system, set and focus lighting, train persons in use of the stage manager's console, prepare front of house (lobby, ticket office, etc.).
8. Monitor use of the PAC to assure safety and appropriateness and respond to unforeseen and emergency needs of users.
9. Ensure the users follow the provisions of the PAC Use Policy Agreement.
10. Meet with teachers, staff, administrators, supervisor of buildings and grounds, and committees as necessary regarding use of the PAC.
11. Monitor custodial care of the PAC in conjunction with the buildings and grounds supervisor. Assist in planning summer maintenance. Maintain and keep equipment in good working order.

12. Plan for upgraded services and uses of the PAC.
13. Oversee the PAC budget and appropriate accounts. Purchase and replace consumable materials and equipment.
14. Plan cultural opportunities for students and community in conjunction with PAC user events.
15. Report yearly on use of the PAC to the district administrator, the high school principal and Board of Education.
16. Review and make recommendations to modify and update the PAC Use Policy Agreement.
17. **Upon request**, perform similar functions for the West Junior High School auditorium.

OTHER:

~~The PAC Director will be compensated at .5 FTE position rate under the teacher contract scale. Summer hours will be paid at the curriculum development rate.~~

The PAC Director will be compensated at an annual salary of \$20,000 with an expectation of working a minimum of 1000 hours annually.