

Southwest Local Schools Job Description

Job Title: Sound & Lighting Technician

Reports To: Director of Facilities / Communication, Activity Center Facilities / Technical Services Assistant

Approved By:

Approved Date:

General Description: Sound & Lighting Technicians are part-time / as-needed subcontractors providing sound, lighting and audio-visual support to events being held in the Activity Center's Martin Marietta Performing Arts Theater. Technicians are expected to perform the following duties. This list is not exhaustive and other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Coordinate the technical aspects of assigned events taking place in the Martin Marietta Performing Arts Theater, as directed by administration / supervisor.
2. Meet with the director / representative of the group using the facility to determine their specific needs.
3. Ensure that the facility is ready for use when the group arrives.
4. Serve as the on-site point of contact / representative of the school district during all times in which the group is using the facility.
5. Operate sound, lighting and audio visual equipment during rehearsals and performances.
6. Ensure that equipment is accounted for and stored properly following an event.

QUALIFICATIONS – 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.

EDUCATION / EXPERIENCE – Minimum of an Associate's Degree in Communications, Recording Arts, Broadcasting, Theatre, or related field is preferred; however consideration will be given to those without a degree but with a background / working knowledge of sound, lighting, and audio visual equipment and its application.

OTHER SKILLS & 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.

HOURLY RATE – \$15.00

WORK HOURS – Vary, dependent upon availability and events taking place in the Theater. Hours to be determined by the Director of Facilities.