

## Performing Arts Center Technician

**Job Title:** Performing Arts Center Technician  
**Department:** Instructional Support  
**Reports to:** Principal  
**Classification:** Non-exempt  
**Category:** Support Staff

### Summary

The Performing Arts Center (PAC) Technician is responsible for operation and supervision of the performing arts center, specifically the audio visual and technological equipment.

### Essential Duties and Responsibilities

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Oversee the management and operation of the PAC audio visual equipment, specifically the PAC tech box.
- Develop and recommend to administration procedures and protocols for PAC audio visual operations.
- Coordinate with principal and athletic/activities director to prepare PAC equipment budget.
- Coordinate and arrange all details to ensure technology readiness for PAC events.
- Work with appropriate staff to prepare for and schedule PAC events.
- Work with and train students to assist in PAC events and operation of equipment.
- Operate tech box equipment and/or directly supervise others operating it.
- Train staff or designees to operate audio visual equipment.
- Administer security procedures.
- Attend and/or conduct appropriate trainings as required.
- Attend all PAC events (including dress type rehearsals) which require tech box usage.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

### Supervisory Duties

- Collaborate with building principals and athletic director to supervise tech box operations at all PAC events which require its usage.

### Qualifications

- Education/Experience: Appropriate experience with audio visual equipment is preferred.
- Certificates, Licenses, Registrations: None specified

### Skills and Abilities

#### **Language**

An individual who holds this position must have the ability to:  
Read and comprehend written and oral instructions,  
Speak effectively with other staff members, parents, and students.  
Communicate one on one and in small groups.

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### **Computation**

An individual who holds this position must have the ability to:  
Ability to add, subtract, multiply, divide and compute.

### **Reasoning**

An individual who holds this position must have the ability to:  
Solve practical problems.  
Understand and follow instructions given orally, in writing by diagram or form.  
Ability to define problems, collect data, establish facts and draw valid conclusions.

### **Technology**

This position requires basic skills in the use of computers, hand-held devices such as PDAs and phones. It also requires specialized skills in the use of audio visual equipment commonly utilized for concerts and theatrical productions.

### **Other Skills and Abilities**

An individual who holds this position must have:  
Strong interpersonal skills.  
The ability to work closely with a variety of staff members and the public.  
The ability to safeguard confidential information.

### **Physical Demands**

*The physical demands described here 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.*

- While performing these duties, the employee is frequently required to stand, walk, and use hands and fingers to handle or feel objects, tools, or controls.
- The employee is frequently required to reach, climb, bend, squat, stoop and kneel. Some lifting, carrying, pushing, and/or pulling.
- Specific vision requirements include close and peripheral vision, depth perception and ability to focus.

### **Attendance**

Must be available for consultations with staff or event sponsors by appointment. Must be available to work at events often occurring outside the traditional school day. This position requires flexibility in scheduling and will be coordinated with the athletic director and principals.

### **Conditions and Environment**

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job the individual will regularly work in a school environment that is noisy and active. The employee will work near or with technical equipment. The employee will frequently work alone and will occasionally work irregular or extended hours. The noise level of the work environment is usually moderate but can occasionally be loud.