

[Go Back](#)**NASSAU COUNTY****Title : AUDITORIUM MANAGER (PART-TIME)****SCHOOL DISTRICTS****Code : 210016 LKQ****CLASS SPECIFICATION****Page : 1 of 1****GENERAL STATEMENT OF DUTIES**

Supervises and directs the use, care, and maintenance of a school auditorium and its audio and lighting equipment; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position requires the use of independent judgment in supervising, instructing, and directing subordinates and others in the correct use, care, and maintenance of specialized equipment.

TYPICAL DUTIES

1. Supervises the care and maintenance of a school auditorium, and its facilities and equipment.
2. Supervises the care and maintenance of the audio and lighting console as well as house lights, stage lights, and stage drops.
3. Ascertain that special needs equipment such as the organ, pianos, risers, and band shelving are assembled and in proper working order.
4. Supervises and participates in the operation of audio and lighting equipment for all school activities.
5. Trains and instructs students and others in the proper use of the audio and lighting console in the projection booth, and in the use of the microphones, back drops, and other equipment used for any performance.
6. Examines the physical condition of the facility and reports all equipment needing repair to the custodial and maintenance staff.
7. Serves as a consultant for any needs assessment, such as repair or modification of equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the care, use, and maintenance of audio and lighting equipment.
2. Considerable knowledge of the use and care of stage and musical equipment.
3. Ability to train and instruct students and others in the proper use and care of auditorium facilities and equipment.
4. Ability to examine physical condition of equipment and facilities, and assess the need for repair or replacement.
5. Ability to establish and maintain effective working relationships with students, school personnel, and community members.

MINIMUM QUALIFICATIONS**Training and Experience**

Graduation from high school
and

Two years of satisfactory experience in the operation and care of lighting and audio equipment used in theatrical productions.

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