

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: THEATER SERVICES COORDINATOR

QUALIFICATIONS:

Minimum:

1. Must have a current technical knowledge of the J.P. Case Middle School theater systems--lighting, projection and sound systems.
2. Knowledge of appropriate safety standards and procedures.
3. Must hold or be eligible for NJ teacher or substitute certification.
4. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination

REPORTS TO: Principal and/or Facilities Manager (depending on nature of activity).

JOB GOAL: The coordinator acts as supervising technical director for all of the programs that utilize the J. P. Case Middle School theatrical facility and as stage manager and liaison for both inside and outside groups using the facilities.
The coordinator is also the liaison between the theatre technician and the outside organizations

PERFORMANCE RESPONSIBILITIES:

1. Coordinate with outside/inside users, supervise and support the technical production of all activities using the theatrical facility.
2. Meet regularly after school hours with all staff members involved in productions to coordinate technical operations and the use thereof as well as general management of the theatrical facilities.
3. Coordinate use of the theaters with other departments and the Facilities Manager to ensure equitable access and ample time for necessary work/preparations related to the theater.
4. Be responsible for safe and proper operation and maintenance of the various theatrical facilities in conjunction with the Operations Department.
5. Maintain contact with outside organizations and theater technician regarding theater use.
6. Develop and maintain an ongoing recruitment and training program for technical assistants to help with productions.
7. Conduct facility tours of the theater areas for outside groups to explain the operation of the related equipment.
8. Monitor all building systems related to the theater and report condition and repairs needed to the Operations Department.
9. Oversee and ensure that the proper staff is available to operate facility as needed for rehearsals, practices and performances.
10. Reset customized lighting settings after each show, returning settings to repertory plot.
11. Oversee outside theater use to anticipate potential conflicts with fixtures and equipments.
12. Troubleshoot challenging technical issues with sound and lighting system to meet the needs of changing theatrical demands of community and in-district productions.
13. Provide backup technical support to all shows, even if not working the show.
14. Install and program rented lighting fixtures used in any theatrical production.
15. Maintain light board computer programming prior to events to insure successful productions.
16. Maintain inventory of consumable theatrical supplies, organize purchase orders.

**TERMS OF
EMPLOYMENT:**

Yearly stipend in agreement with the FREA contract. (recommend 100 hours)

EVALUATION:

Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

Approved: October 6, 2008