

PAC Manager

Purpose Statement

The job of PAC Manager is done for the purpose/s of providing efficient operations of the Performing Arts Center with specific responsibility for scheduling, providing information on the proper uses of equipment, assisting in audio-visual presentations, and ensuring that tools and materials are available to complete assignments. Requires working a flexible schedule while being present at most major events or programs at the PAC to ensure appropriate facility utilization.

This job reports to Principal

Essential Functions

- Coordinates with a variety of people (e.g. teachers, administrators, students, community members, etc.) for the purpose of completing projects and work orders efficiently.
- Supports Audio Visual Technician and technology staff in diagnoses causes of problems and/or failures in electronic theater equipment (e.g. lighting, sound, etc.) for the purpose of identifying equipment and/ or systems repair and replacement needs.
- Oversees purchasing of materials and/or equipment needed to compete for work projects (e.g. theatrical light bulbs, lighting filters, wireless microphones, etc.) for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Oversees maintenance of equipment (e.g. tools, sound equipment, lighting, etc.) for the purpose of ensuring availability in safe operating condition.
- Manages assigned personnel (e.g. student helpers, teachers, etc.) for the purpose of ensuring that assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Participates in a variety of meetings (e.g. workshops, training, seminars, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Provides technical support (e.g. school/district event rehearsals and performances, etc.) for the purpose of ensuring effective implementation of event components.
- Oversees repairs of a variety of items, systems and/or components (e.g. sound and stage equipment, etc.) for the purpose of ensuring operational and safe working conditions.
- Requests equipment and supplies (e.g. cables, bulbs, classroom supplies for audiovisual presentation, etc.) for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responsible for scheduling of all events for the use of the Performing Arts Center.
- Responds to emergency situations (e.g. school lockdowns, weather-related emergencies, drills, student incidents, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Other Functions

- Performs other related duties as assigned (e.g. event supervision during or after school in the PAC, etc.) for the purpose of ensuring the proper and maximized use of all equipment.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include operating equipment used in the repair and maintenance of electronic equipment; handling hazardous materials; adhering to safety practices; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include basic electronic and electrical theory and practices.

ABILITY is required to schedule activities; gather and/or collate data and consider a variety of factors when using the equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem-solving with data may require independent interpretation; and problem-solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; and establishing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with some exposure to the risk of injury and/or illness.

Clearances: Criminal Justice Fingerprint/Background Clearance

Certificates & Licenses: Driver's License & Evidence of Insurability

Experience: Job-related experience within a specialized field is required

Education: Bachelor degree

FLSA Status: Exempt