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June 8, 2017

To the Members of the Geneseo Community Unit School District Board of Education:

It is my recommendation to the Board to approve creating the employment position of Fine Arts Center Director (see proposed job description attachment) with the following timelines:

1. Position posted late June/early July.
2. Interviews conducted mid July.
2. Candidate recommendation to Board at the August Board Meeting.

Proposed salary range will be between \$8,000-\$12,000. This salary is based on an estimated number of hours of Fine Arts Center usage and a \$20/per hour baseline salary rate.

*Tim Gronski, CSBO*

## High School Performing Arts Center Manager

Position Objective: Coordinate all facility usage of the High School Fine Arts Center. This includes the theatre, concert hall, and commons/lobby areas.

### PERFORMANCE RESPONSIBILITIES:

1. Plan, organize, schedule and coordinate all Fine Arts Facility operations, events and performances, the use of technical and non-technical equipment, and design appropriate lighting, sound and stage equipment.
2. Ensure that the Fine Arts Center prior to and following each performance is in excellent condition, whether the performance was produced by the Geneseo CUSD #228 or an outside renting organization. Inspect facilities on a routine basis.
3. Work with faculty in the Fine Arts departments, and the administration, and maintains a schedule of events and activities in the Fine Arts Center. Schedules, staffs and coordinates bookings for the Fine Arts Center including productions, rehearsals, and other community events where outside groups rent District Fine Arts facilities. Schedules and coordinates with local schools and the community on participation in selected events.
4. Provide technical support with sets, fly systems, lighting, and sound. **Is present at all events held in the Fine Arts Center** which includes all rehearsal and performance times.
5. Coordinate light and sound for productions or the scheduling of personnel to manage the lighting or sound for productions. Design stage lighting for productions and operates computerized lighting control system. Coordinate sound production requirements including setting-up and operating sound equipment for live events, video equipment and programming units. Coordinate maintenance for equipment, with administrative approval.
6. Maintain inventory control of equipment and supplies. Make recommendations for annual operating budget for the Fine Arts Center.
7. Organize and maintain the areas related to the Fine Arts Center, including Dressing Rooms, Makeup Rooms, and the other areas as assigned.
8. Coordinate with theatre department on material and set storage.
9. Work with Director of Maintenance to arrange custodial coverage as needed for non-scheduled custodial times.
10. Help to develop and establish policies and operational procedures as needed.
11. Maintain knowledge of procedures, equipment and software used to perform duties, such as lighting and sound equipment, specialized control panels, and other various technical aspects of the job.
12. Maintain effective working relationships with students, co-workers, administrators and school personnel, professional arts and/or representatives, and the general public. Interacts with community and district clients to provide services, satisfy customers, and resolve conflicts.
13. Prepare an annual end-of-the-year usage report for the administration and School Board.
14. Maintain an up-to-date calendar of events scheduled for Fine Arts Center that should be accessible online.
15. Performs other duties as assigned.

Other Information

Qualifications:

1. Ability to operate sound and light systems of the fine arts area.
2. Ability to work with public.
3. Ability to lift at least 50 pounds.
4. Ability to work in high or low areas.
5. Working knowledge and experience of theatre and performing arts operations.

Reports to: Director of Maintenance and Chief School Business Official.

Term of Employment: 12 months per year, work hours are based on District Fine Arts events, other District scheduled events, and outside group facility rental events. Salary and work schedule to be approved by the Board of Educations.

EVALUATION: Performance of the job will be evaluated annually by the Superintendent or his/her designee.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee