

**OLYMPIA SCHOOL DISTRICT NO. 111**

**Job Category: Unrepresented**

**REVISED**

**Posting Dates: June 21, 2021 – Open Until Filled**

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested district employees may submit a transfer request by calling the District Human Resources at 360-596-6185 prior to the deadline date.

<b>Position</b>	<b>Hours/FTE</b>	<b>Location</b>
<b>Performing Arts Center Manager</b>	<b>8.0 HPD / 260 Days</b>	<b>District-Wide</b>
<i>The position will be exempt or non-exempt based on salary placement (salary will be based on qualifications and experience). The position will supervise professional staff as well as student staff. The position hours and days per week are flexible, but it is expected that the manager will fulfill performance supervision and center management for a majority of the evening and weekend hours that the centers are in operation.</i>		
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
Salary: \$21.85 - \$26.49 per hour		

**Job Purpose Statement/s:** The position of “Performing Arts Center Manager” provides managerial, artistic, and technical support to orchestrate school and community use of the District’s Performing Arts Centers (PACs), with an emphasis on facilitating opportunities for students in performing arts and hands-on experience and career preparation in theater management. The manager leads a team of students and/or staff to facilitate PAC use by students, community organizations, and the public; schedules PACs use; develops training programs and ensures compliance with safety, financial, legal, administrative and district procedural requirements; and provides artistic leadership to school groups. The manager will protect and enhance the District’s investment in exemplary performing arts centers. Finally, the Manager will support the following goals of the Performing Arts Centers program:

- To further arts education, and encourage interest in the performing arts
- To train and place students in workplace areas of responsibility
- To maintain the PACs as an attractive, usable facility for school and community
- To provide opportunity for artistic expression
- To foster support for and advocate family and community involvement in student learning
- To maintain a trained staff capable of fulfilling these goals

**Essential Job Functions (including but not limited to):**

- **Responsibility** for all aspects of running a Performing Arts Centers (PACs) including leadership; supervision; revenue targets, budget development and management; scheduling; technical services;

safety protocol development and enforcement; curriculum development and training of a student crew; and facility preservation.

- **Supports** and serves the needs of the district's instructional programs, including coordination with other school events; supports all users in the form of lights, sound, rigging, and special effects for the event.
- **Evaluates** situations (i.e. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- **Ensures** a safe environment for staff, students and the public and safeguards the PACs.
- **Attends** meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Supports** users in the form of lights, sound, rigging, and special effects for the theater facilities.
- **Create** and maintain lighting schedules and schematics.
- **Responsible** for the set up and operation of electronic sound equipment (microphone, speakers, etc) and lighting systems for rehearsals and productions.
- **Coordinates** and assists in video and audio taping of productions as appropriate.
- **Maintains** stage, off stage, storage, catwalk and sound/light booth in a clean and orderly condition.
- **Maintains** necessary inventory of tools, materials and supplies and ensures that the facilities and equipment are in proper condition for rentals.
- **Participates** in the budget development process, including capital equipment procurement; maintaining program budgets; monitor fee collection; maintain and prepare bookkeeping records; process requisitions; monitor and verify payments; reconcile accounts in order to track expenditures and ensure expenditures are within budget.
- **Repairs or replaces** rigging hardware, lighting instruments/cables and sound equipment, and as needed, contracts with appropriate vendors to make complex repairs.
- **Purchases** materials and supplies for use in the theater.
- **Plans** for future purchases, upgrades and replacement of systems. Participates in long-range capital expenditures for the centers.
- **Selects and trains** technicians and student workers in proper staging, including appropriate safety procedures in the work area. This includes working with stage lighting and light board, sound system, moving sets, rigging curtains and set pieces and other production support activities.
- **Advises** and facilitates on behalf of the school drama clubs.
- **Coordinates** and conducts regular safety and maintenance inspections of the theater facilities.
- **Other** tasks as assigned.

### **Job Requirements - Qualifications:**

**Experience Required:** Prior job related experience with increasing levels of responsibility.

### **Skills, Knowledge and/or Abilities Required:**

- Advanced Skills to operate state of the art theater equipment including soundboards, rigging, lighting boards.
- Experience with designing, building, maintaining a staff team of theater technical workers, including students.
- Advanced facilities preservation and maintenance.

- Advanced Knowledge of rules and regulations related to assigned functions including OSHA and WISHA, budgeting including financial and statistical recordkeeping.
- Abilities to sit for prolonged periods; work independently; work in a busy, active and loud environment; understand and carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation, climbing up and down stairs and ladders, sit/stand/stoop/kneel or crouch regularly, and the ability to lift a minimum of 50 pounds. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
- Advanced managerial skills, such as use of basic computer applications, scheduling software, budget development and management, and computer systems for basic operations tasks. Excellent communications skills, to identify issues and problem solve, in both verbal and written form. Use English in both written and verbal form, use correct spelling, grammar and punctuation.
- Ability to work flexible hours, evening and weekend performances.

**Necessary Personal Attributes Required:**

- Abilities to exercise confidentiality, sound judgement, handle work under pressure, pay attention to detail, concentrate and follow directions. Additional requirements include flexibility, punctuality, appropriate business demeanor, and inclusive approach to community interactions.

**Qualifications:**

- Education: Bachelor of Arts degree or equivalent in a relevant field; excess experience can be substituted for each year of education.
- 3 or more years of experience in operating performing arts equipment, theater management, event planning and management, and/or other relevant field.

**Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License, Criminal Justice Fingerprint Clearance and First Aid Certification where applicable.

**Desirable qualification:** Ability to qualify for vocational certification in Stagecraft.

**Application Procedure for out of district candidates:**

Apply through Ed Jobs NW at <https://edjobsnw.org>

*If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!*

Olympia School District 111 Bethel St. NE Olympia, WA 98506  
 (360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

**Equal Employment Opportunity:**

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with

disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, [mhart@osd.wednet.edu](mailto:mhart@osd.wednet.edu); Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, [alara@osd.wednet.edu](mailto:alara@osd.wednet.edu); Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, [klturcotte@osd.wednet.edu](mailto:klturcotte@osd.wednet.edu); ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, [shoff@osd.wednet.edu](mailto:shoff@osd.wednet.edu); Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, [sniemann@osd.wednet.edu](mailto:sniemann@osd.wednet.edu). Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.