

Job Description
MOORE PUBLIC SCHOOLS

10.02

Job Title: Supervisor of Performing Arts Facilities

Education: Bachelor's Degree in Art History, Fine Art, or related field in arts management or a significant, directly related production management experience.

Certifications or Technical Expertise Desired: ETCP Rigging Certification, Power Distribution Technician, Entertainment Electrician, and/or Arena Rigging. At minimum, 5+ years of *production management*, lighting design and audio engineer/sound technician experience, staging productions / stagecraft production and facility scheduling.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, and business): Exceptional communication skills to exchange information, give/receive instructions, and respond to inquiries. Includes filling out forms.

Critical Thinking & Problem Solving: Ability to render solutions to various issues, especially as it pertains to production and facilities management.

Collaboration: Ability to assess and manage positive, professional relationships with various staff, departments, and sites.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, regulations, and computer documentation.

Time/Project Management: Ability to successfully manage multiple tasks, projects, and responsibilities. Ability to identify needs, create plans, and initiate actions independently.

Tools and Equipment Usage: Uses tools or equipment with expertise associated with performing arts centers, such as audio, video, and sound consoles for programming of dimmers, lighting controls, and audio/video operations.

Site: Administrative Service Center and/or one of the Performing Arts Centers

Reports To: Director of Educational Technology

Supervision exercised: Incumbent supervises Performing Arts Center staff. Has responsibility to recommend hiring/firing; develop training, and coordinate and assist evaluation of PAC employees.