



**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
 November 2007

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Auditorium Technician	<b>Department:</b> Community Services
<b>Immediate Supervisor's Position Title:</b> Adult Enrichment and Facilities Coordinator	<b>FLSA Status:</b> Non-exempt
<b>Band/Grade/Subgrade:</b> B-2-2	<b>Bargaining Unit:</b> Community Services Staff
<b>Job Summary:</b> Responsible for all technical aspects of the auditorium uses for school activities and for permit holder uses.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Communicate with school district personnel and outside users who have scheduled time in the middle or high school auditoriums.
<b>Percent of Time:</b>	40%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> review lighting, sound and equipment needs. Determine the best way to meet the needs of the auditorium uses, and, if necessary, recommend the use of supplemental equipment.		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Provide timely and proper preparation and set-up of technical and performance-related equipment including, but not limited to, microphones, microphone stands, podiums, sound reflection wall, choir risers and any other appropriate technical or performance-related apparatus.
<b>Percent of Time:</b>	50 %	
<b>Tasks involved in fulfilling above duty/responsibility:</b> Spend time during rehearsals and performances to ensure proper use of equipment. Configure and operate stage lighting, house lighting, video production, sound reinforcement and sound recording equipment located in the control rooms of both auditoriums. Train supplemental staff in the use and operation of equipment when needed for appropriate event coverage.		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Provide regular, on-going oversight and maintenance of auditorium equipment.
<b>Percent of Time:</b>	10 %	

**Tasks involved in fulfilling above duty/responsibility:** Routinely check status of equipment and supporting supplies. Recommend repair and/or replacement when necessary.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

**EDUCATION/KNOWLEDGE REQUIREMENT:** Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis: Experience in staging, sound and lighting for performances and events.		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:		
	2nd year graduate level			
	Doctorate level			

**Required Work Experience in Addition to Formal Education/Training:**

**Required Supervisory Experience:**

**LICENSE/  
CERTIFICATION**

**Identify licenses/certification required upon hiring:**

**ESSENTIAL SKILLS  
REQUIRED TO  
PERFORM THE  
WORK**

**Skilled in:** organization, communication, planning, coordinating events,

**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

Titles of Positions Directly Supervised		# of Employees
<b>TOTAL</b>		

**INDIRECT SUPERVISION:**

**Number of employees indirectly supervised:**

**Total:**

**HAZARDOUS WORKING**

**CONDITIONS:** *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>			X	
<b>Walk</b>			X	
<b>Sit</b>		X		
<b>Use hands dexterously (use fingers to handle, feel)</b>		X		
<b>Reach with hands and arms</b>		X		
<b>Climb or balance</b>		X		
<b>Stoop/kneel/crouch or crawl</b>		X		
<b>Talk or hear</b>				X
<b>Taste or smell</b>	X			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			X	
<b>up to 25 pounds</b>		X		
<b>up to 50 pounds</b>	X			
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:**