

MUSKOGEE PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: **MHS Fine Arts Manager**

Reports to: Building Principal
Department:
Number of Days: 180 Days
Compensation:
Overtime Status: Exempt
Date Job Revised:
Bonus: Not Eligible

Position Summary:

Duties and Responsibilities:

- Theatre experience or a degree in theatre or technical theatre
- Ability to work with people in a creative atmosphere
- Ability to repair and maintain the equipment in the theatre
- Possess a working knowledge of light-board, soundboard, pin-rail, and other theatrical equipment
- Proficiency in the safe use of power tools used in the theatre
- Knowledge of theatre scheduling
- Assess and provide for the technical needs of directors, and assist in the development of their production
- Schedule and coordinate all theatre usage in conjunction with the high school activities and facility rentals
- Instruct the students in the safe use of theatre equipment
- Maintain and repair theatre equipment as needed
- Maintain a safe, secure and clean environment for the students, technicians, and patrons at the theatre
- Serve as knowledgeable resource to administration, teachers, students, and community representatives who use the theatre
- Schedule and contract all facility rentals
- Provide and/or hire technical support for facility rentals events

INDEXES:	Position	<u>MHS Fine Arts Manager</u>
	Education	<u>Certified</u>
	Admin. Exp.	_____
	Ed. Exp.	_____
	Length of Contract	<u>180 Days</u>

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

I hereby acknowledge receiving a copy and explanation of the Job Description. I understand the performance duties and responsibilities are an integral part of my employment and I will be subject to evaluations of my performance.

Employee Signature

Date