

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: High School Auditorium Aide

EXEMPT: No

SALARY LEVEL: Per Classified Policy – Corporation Aide

LOCATION: Plymouth High School

REPORTS TO: Assistant Principal and Stagecraft Teacher

LENGTH OF WORK: The auditorium aide will work a flexible schedule of 40 hours per week.
The schedule should include regular hours between 8:00 a.m. and 2:00 p.m.
The rest of the hours can be saved for evening and weekend rehearsals and shows.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. The Auditorium Aide shall coordinate the rental of auditorium to outside groups.
 - a. Supervise a crew for these shows and shall coordinate with head of custodial staff to secure custodial support.
 - b. Keep track total hours worked by director, custodians, and students, and bill the group renting the auditorium.
 - c. Return signed time cards to front office secretary.

2. The Auditorium Aide shall coordinate the schedule of school groups using the auditorium.
 - a. Work with stagecraft teacher to assign crews for shows and rehearsals.
 - b. Work with the sponsors of the school groups to coordinate times, crew, and equipment needs for the usage.
 - c. Publish a weekly schedule of rehearsals, shows and crews for school shows and rentals.
 - d. Prepare the stage for these shows with the assistance of stage crew workers.
 - e. Coordinate with the head custodian for custodial support.
 - f. Strike all equipment with the help of stage crewmembers.

3. The Auditorium Aide shall see that the auditorium is well maintained.

4. The Auditorium Aide shall work with the stagecraft teacher to organize and train an efficient, dedicated, and well-trained stage crew. Under direct supervision of the Auditorium Aide the stage crew will be responsible to do the following:
 - a. Build sets, set up for concerts and programs.
 - b. Run lights and sound.
 - c. Crew all shows.
 - d. Attend and supervise technical rehearsals.
 - e. Attend and supervise shows.

5. The Auditorium Aide shall be responsible for supervision and organization of the costume and prop closet.
6. The Auditorium Aide shall be responsible for the inventory of the auditorium and stage equipment.
7. The Auditorium Aide shall be responsible for the budget for supplies, tools, and equipment.
8. The Auditorium Aide shall be responsible for the paperwork necessary for the purchase of supplies, tools, equipment, and construction materials needed for the efficient operation of the auditorium.
9. The Auditorium Aide shall be responsible for other duties deemed necessary by the principal or assistant principal to carry out proper supervision and maintenance of the auditorium.

QUALIFICATION REQUIREMENTS:

The Auditorium Aide should have knowledge of the operations of an auditorium. He/She should have some knowledge of the needs for plays, musicals, bands, and choirs. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Experience in auditorium management or a degree in theater or stagecraft is preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents, or employees of the School Corporation.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers. The employee must maintain a positive relationship with other staff, parents, and students.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The employee may be required to work both indoors and outdoors.

TERMS OF EMPLOYMENT:

The Auditorium Aide will work 185 day school year and 15 days in the summer. Additional days and time may be needed with the permission of the stagecraft teacher and assistant principal. He/She should be able and willing to work flexible hours. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

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