

TITLE: Assistant ~~Tech Theatre~~ Coach

- ~~Head Coach Track and Field~~
- ~~Pole vault~~
- ~~Distance~~
- ~~Sprints and relays,~~
- ~~Throws,~~
- ~~Horizontal jumps,~~
- ~~Hurdles~~
- ~~Event~~

- Set Design Coach; Construction, Installation, Strike
- Lighting Design Coach; Installation, Operation, Strike
- Stage Crew and Rigging Operations Coach
- Costume Design Coach; Construction, Operation, Strike
- Sound Design Coach; Installation, Operation, Strike

DEPARTMENT: ~~Athletic~~ Theatre Department

**STUDENT PARTICIPATION:**

*Track and Field Team 2015: 5 boys and 5 girls (10)*

*Play: 10 to 20 cast, 5 to 10 crew (15 – 30)*

*Musical: ~40 cast, ~ 15 crew, ~ 20 pit orchestra (~75)*

REPORTS TO: ~~Athletic~~ Drama Director

Approximate Start Date - ~~2/27/2017~~ End Date - ~~5/27/2017~~

Fall Play season dates (design, construction, installation, tech rehearsals, performances, strike).

Winter Play season dates (design, construction, installation, tech rehearsals, performances, strike). .

Spring Musical season dates (design, construction, installation, tech rehearsals, performances, strike). .

Work Days: " Sun p Mon p Tue p Wed p Thr p Fri Sat

Sets, Costume: 8 weeks

Lighting, Stage/Rigging, Sound: 4 weeks

Salary: ~~\$3,491.00 (12 weeks)~~

8 weeks: \$2328.00

4 weeks: \$1164.00

POSITION SUMMARY: This position is responsible for assisting the ~~head-coach~~ director, and coaching and providing direction to student ~~athletes~~ stage crews so that they might achieve a high level of skill as well as an appreciation for discipline, ~~sportsmanship~~ accountability and teamwork in the ~~sport~~ area of ~~technical expertise~~ for which they are responsible. At is a supervisory responsibility of all school employees to supervise students and to assist in maintaining a safe environment.

**ESSENTIAL FUNCTIONS:**

- Holds and or attends organizational meetings for ~~team~~ show production prospects and parents and encourages potential ~~athletes~~ student crew to participate in the ~~sport~~ production.
- Assists with ~~tryouts~~ interviews and the collection of data and anecdotal observations on student performance.
- Supports the ~~head-coach~~ director monitoring the academic performance of team members to ensure that eligibility requirements are met; and encourages student ~~athletes~~ stage crews to maintain a high academic standard

- Follows and maintains knowledge of all District Regulations and procedures.
- At the direction of the ~~head-coach~~ director, instructs and demonstrates skill sets and techniques necessary for individual and team achievement in their respective ~~sport~~ specialty (lighting, sound, stage/rigging, costumes).
- Assures a certified coach certificated teacher/District employee is present at all ~~rehearsals, practices and games-~~'work parties' and performances.
- Assures student ~~athlete stage crews~~ are supervised by a paid Coach on the ~~team~~ cast and crew bus both to and from ~~games~~ venues.
- Observes ~~players stage crews~~, during ~~competition~~ performance and ~~practice~~ rehearsals, design and construction to determine the needs for individual or team improvement.
- Adheres to financial Regulations and practices of the District in regard to the handling of money, expenses, and receipts.
- Organizes and or directs individual and small group ~~practice~~ rehearsal design and construction activities/exercises
- Works with the ~~head-coach~~ director, as needed, in preparing ~~practice~~ rehearsal and construction and ~~non-league game~~ pre-performance schedules.
- Enforces discipline Regulations and emphasizes ~~sportsmanship~~, safety, teamwork and healthy lifestyles.
- Supervises students in ~~locker~~ dressing rooms and construction shops at home and away ~~games~~ performances and ensures appropriate behavior.
- Instructs student-~~athletes stage crews~~ on and maintains a safe environment and facilities for student ~~athletes stage crews~~ at all times.
- Completes District injury report for any student injured within 24 hours even if student ~~athlete stage crew~~ does not see physician.
- Models ~~sports mentor~~-like behavior and maintains appropriate conduct towards ~~players stage crew~~, ~~officials~~ judges, and ~~spectators~~ audience.
- Professionally represents the school and the District in interactions with student, parents, community, staff and the media.
- Maintains appropriate certifications and training hours as required by ~~WIAA USITT~~ and the district.
- Demonstrate regular and prompt attendance to all ~~team~~ rehearsal, construction and performance events.
- Follows ~~WIAA USITT~~ rules, and District Regulations.
- Participates in special activities to include parent's night, ~~company meetings~~, banquets, 5<sup>th</sup> Avenue and ~~Thespian~~ award nights, and pep assemblies.
- Periodically and or consistent with ~~WIAA USITT~~ rules and or ~~head-coach~~ director expectations attends staff development meetings, clinics and other professional activities to improve ~~coaching~~ technical performance.
- Models nondiscriminatory practices in all activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

#### QUALIFICATIONS:

##### Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time;

~~operate hand and power tools;~~

~~operate a 'manlift';~~

~~operate a fly system;~~

exhibit manual dexterity to dial a telephone,

see and read a computer screen and printed material with or without vision aids;

~~operate technical control boards;~~

hear and understand speech at normal levels, ~~outdoors on stage~~ and on the telephone;

speak in audible tones so that others may understand clearly;

physical agility;

set and operate technical theatrical equipment with a high level of safety.

#### UPDATED SCHOOL DISTRICT JOB DESCRIPTION

to lift up to 25 pounds to shoulder height and 50 pounds to waist height;

lift objects approximately 40 lbs;

and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

regular lifting, carrying, pushing, and/or pulling of equipment, material;

work at heights;

ability to climb ladders while carrying equipment;

#### 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. Duties are normally performed in a school environment or outdoors in a performing arts center. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

#### EDUCATION:

High school diploma or equivalent.

Bachelors degree in area of technical specialty is commonly expected.

#### EXPERIENCE:

Job related experience is desired.

Three (3) years of technical theatre experience preferred. Experience in designing, constructing and operating large events. Specialized experience in, and knowledge of, technical theatre area of expertise.

#### REQUIRED TESTING:

None Required

eSET desired.

#### CERTIFICATES AND LICENSES:

CPR/First Aid Certificate (may be required)

ETCP Certification desired.

#### CONTINUING EDUCATION/TRAINING:

None Specified

Current 'manlift' certification.

#### CLEARANCES:

Criminal Justice fingerprint/Background Clearance

#### FLSA STATUS:

Non-exempt

#### BARGAINING UNIT:

Represented classified employee