State College of Florida, Manatee-Sarasota
Job Description

Job Title: Specialist, Auditorium Support
Reports to: Program Manager
FLSA Status: Non-Exempt
Level: 117
Position Class: C9933

Job Summary:
Provides services for all internal and external auditorium clients for all the performances and events. Assures proper operation of lighting, sound, recording, and stage machinery. Maintains auditorium facility and equipment to assure performer and audience safety. Performance of these duties requires extremely flexible schedule to support auditorium schedule.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Coordinates technical aspects of auditorium usage, for both academic events and outside rentals.

2. Provides lighting, sound, stage setup, house preparation, house management for all events.

3. Schedules, oversees, and assigns work to student assistants for auditorium events.

4. Oversees and maintains auditorium equipment.

5. Coordinates all events in Neel Auditorium at the time of event. Opens, closes, and secures building after events.

6. Performs clerical duties as necessary. Orders equipment and materials, completes work orders, reconciles receipts of events for billing.

7. Maintains, repairs, and services all equipment in Neel Auditorium, including stage rigging, draperies, materials inventory, lighting instruments, lighting system, sound equipment and system, and the physical stage and house.

8. Attends to audience members ADA concerns.

10. Provides back up assistance to Box Office Manager for ticket sales.

11. Provides technical support throughout College for sound and other performance equipment.

Job Qualifications:
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/Experience:
  Associate's degree or equivalent from two-year college or technical school and two or more years related experience and/or training; or equivalent combination of education and experience.

• Supervisory Experience:
  This job has no supervisory responsibilities.

• Language Ability:
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

• Math Ability:
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ration, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

• Reasoning Ability:
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

• Computer Skills:
  To perform this job successfully, an individual should have the ability to use word processing, email, and Internet software. Must be able to use the College email and other College required software.

• Certificates and Licenses
  No certifications needed.

Responsibility for People and Property:
This position is responsible to supervise outside rental technical support. This position is responsible to assist box office manager for ticket sales.
This position is responsible for Neel Auditorium's lighting and sound equipment, seating, pipe organ, grand piano, lobby furniture, fly system, external signs and lighting and Studio theatre's lighting and sound equipment.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has daily contact with College staff, faculty and students.

- **External Contacts:**
  This position has frequent contact with patrons of events, auditorium renters, equipment and repair vendors.

**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 loud.

Exposure to environmental conditions in this position can include working near moving mechanical parts, working in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock.

**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 stand, walk, sit, use manual dexterity, reach with hands or arms, climb or balance, stoop, kneel, crouch or crawl, taste or smell, and talk or hear. The employee is required to be able to lift up to 100 pounds. Specific vision abilities required by this job include close, distance, color, peripheral, depth perception and the ability to adjust focus.

**General Performance Standards and Expectations:**

In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Service Excellence:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   **RESPECTFUL**
   - Act in a courteous manner
   - Actively listen to gain full understanding
   - Demonstrate awareness of “everything speaks”
Show empathy and caring

RESPONSIVE
Approach people in an inviting and pleasing manner
Take ownership of actions and decisions
Plan, anticipate, and be forward thinking
Answer and return phone calls and emails
Use proper communication etiquette
Banish the phrase “not my job”
Provide assistance to all inquiries and follow through

ACCURATE
Do it right the first time
Be knowledgeable of product and how it interfaces with others
Ask probing questions
Use resources effectively and efficiently

COLLABORATIVE
Participate in teams
Develop team skill sets
Learn available resources to be responsive to your constituents
Develop internal and/or external connections

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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