



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS
SCHEDULE "B" JOB DESCRIPTION:
STAGE MANAGER/PERFORMING
ARTS COORDINATOR**

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advance Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience as a performing arts coordinator and/or in stage management.
3. Possesses technical skills with speaker and sound systems, projection devices, and other stage equipment.
4. Demonstrates organizational ability and skill in interpersonal relations.
5. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
6. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or Designee

JOB GOAL: To supervise and coordinate the set up of all activities (day and evening) to be held in the auditorium/stage/commons of Holmdel High School.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Works in conjunction with Offices of the Principal at both Holmdel High School and William R. Satz School and the School Business Administrator for all activities (day and evening) to be held in the auditorium/commons areas of Holmdel High School.
 - b. Coordinates the activities of the student stage crew with the Technical Director of all plays/dramatic productions.
 - c. Coordinates services of stage crew with the adult supervisor/advisor of the school or community group using the stage and/or commons. It is

expected that the requesting group supervisor will be present during any necessary stage crew set up and dismantling time.

- d. Prepares facility for use as requested (e.g., the opening or closing of the curtain, arranging platform).
 - e. Stores equipment after auditorium/commons use.
 - f. Stages graduation exercises of the William R. Satz School and Holmdel High School in accordance with directions from the Principals. These responsibilities may include, but not be limited to:
 - (1) Working with the students who will be giving speeches
 - (2) Coordinating program schedules
 - (3) Creating and organizing seating arrangements of graduates
 - (4) Supervising rehearsals
 - (5) Organizing and observing processional and recession of graduates
 - g. Submits budget needs annually to the high school principal in accordance with established timelines and guidelines and after consultation with both the high school and Satz School principals.
 - h. Maintains an inventory and annually orders replacement of bulbs for stage lighting and other supplies or equipment needed for the proper functioning of facilities in cooperation with the Technical Advisor/Musical and Non-Musical Productions.
 - i. Generates appropriate work orders for repair of the facility/equipment.
 - j. Takes responsibility for the use of the High School Auditorium. These responsibilities should include, but not be limited to:
 - (1) Maintaining in proper working order auditorium stage equipment and lighting.
 - (2) Coordinates auditorium use whenever utilization of stage equipment and lighting is involved.
 - (3) Communicating to the appropriate principal any problems of whatever kind as related to #2 above.
 - (4) Recommending to the appropriate principal needed or desirable stage equipment and lighting.
2. Student Management (In conjunction with Technical Advisor of Productions)
- a. Provides supervision of any students involved on the stage crew during all times of involvement and oversees penalties for violations of such standards as stipulated by Board policy and school procedures.

- b. Maintains necessary student lists, attendance forms, eligibility records and similar paperwork and provides information to the principals as requested.
- 3. Professional Development
 - Participates in continuous study and research, and/or attends relevant training programs and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
- 4. School and Community Relations
 - a. Cooperates and shares professionally with other members of the administration and staff.
 - b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/community as appropriate.
 - c. Communicates with principal and other relevant audiences.
- 5. Other Assigned Duties
 - Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the Principal and/or Superintendent.

TERMS OF EMPLOYMENT: Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Public Board Meeting
DATE: March 22, 1995
REVISED: July 16, 1997