

AV MANAGER HS & HES

JOB GOAL:

In concert with the building principal and the athletic director, the stage manager supervises and coordinates all technical aspects of events which take place at the auditorium. This person is directly responsible to and works in close association with the building principal, the athletic director, director of technology and the director of buildings and grounds. Specific events to be covered will be provided by the building principal and athletic/activities director.

PERFORMANCE RESPONSIBILITIES

- Responsible for the overall cleanliness and order of the stage.
- Responsible for the set up and tear down of technical and stage components for events in the auditorium.
- Responsible for the programming of stage lights and sound for events in the auditorium.
- Any technical issues which arise will be directed through the director of technology.
- Any personnel issues which arise will be directed through the high school principal's office.
- Use of the stage by organizations within and outside of the school district will be scheduled through the MLSchedules system.
- Facilitate student involvement in technical aspects of stage management. The AV manager will advertise for students to join the AV crew. These students must be in the high school and be willing to serve in this role for the entire school year. The AV manager will be responsible for training the AV crew every September.
- Communicate effectively and efficiently with faculty/ staff regarding operational needs and stage cleanliness.
- Determine and monitor the storage of equipment on the stage to be used for various activities.
- Work with the Musical Technical Advisor on any issues/procedures for equipment with stage area. The technical advisor presides over the stage crew at these events.

AV Manager High School Events

- Fall Follies talent show & rehearsal(s)
- 2 Gold Card events & rehearsal(s)
- Winter Choral concert & rehearsal(s)
- Winter Band concert & rehearsal(s)
- National Honor Society Induction Ceremony
- Musical Cabaret Concert & rehearsal(s)
- Honors/Jazz Band Concerts & rehearsal(s)
- "One Song" performance & rehearsal(s)
- Assist with the set up for the high school open house.
- Assist with the set up for the Holiday Assembly.
- Assist with the set up for district staff meetings.
- Assist with the set up of Financial Aid night.
- Assist with spring Youth Summit
- Assist with Promenade setup & event
- Assist as needed with the stage set up for HS Awards Night.
- Assist with stage setup for HS Baccalaureate Service.
- Assist with HS Graduation

Highlands Elementary Events

- Title 1 Night
- Spring Band Concert & rehearsal(s)

Outside Groups

- Any person (including booster groups, musical groups, groups that rent the area, faculty, administration and school board members) who wish to use the stage area MUST complete the appropriate forms on ML Schedules at least TWO WEEKS prior to the event. The AV manager will resolve any issues with usage of the auditorium.
- Any outside group can request the assistance of the stage manager with an event that is booked and approved for the stage.