

SCHOOL DISTRICT #8 (KOOTENAY LAKE)

Job Description

Status: Approved

Date: May 2002

Revised: February 2003

Job Title

Auditorium Facility Operator

Job Summary:

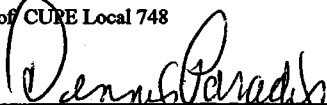
An employee who provides administration, co-ordination and technical direction in the use of the Auditorium under the terms of the Board/Town Agreement as well as Board Policy No. dated

Note: In order to maintain hours of work, by mutual agreement with the Union, other duties may be assigned.

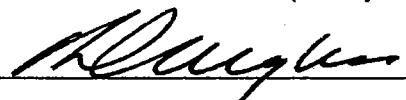
Job Requirements:

1. Training or experience in technical equipment (i.e. lighting and sound) including the maintenance thereof.
2. Ability to work independently with strong organizational and time management skills.
3. Ability to communicate effectively.
4. Ability to work with the public, other personnel and students in a non-confrontational and supportive manner.
5. Ability to train student technicians and Staff in use of technical equipment.
6. Ability to perform bookkeeping functions relative to the use of the auditorium (i.e. booking forms, billing)
7. Ability to co-ordinate use of Auditorium and maintain appropriate record of use.

Approved:
On behalf of CURE Local 748



Auditorium Facility Operator
On behalf of School District No. 8 (Kootenay Lake)



8. In absence of custodial staff, will be responsible for security of building.
9. Must have understanding and knowledge of safe work practices.
10. Perform other job related duties as may be assigned.

Job Conditions:

Approved:
On behalf of SUPE Local 748

Dennis Paradis

Auditorium Facility Operator
On behalf of School District No. 8 (Kootenay Lake)

Allyson