



EMPLOYEE NAME: _____

Created: 8/13; Revised 6/16; 6/18;6/23

JOB DESCRIPTION

POSITION TITLE: Supervisor, Lassiter Concert Hall (.49)	JOB CODE: 621A or 470B
DIVISION: Chief of Staff	SALARY SCHEDULE: Annual Central Office Personnel or Professional/Supervisory Support Annual
DEPARTMENT: Events & Venue Management	WORKDAYS: Annual Administrative Employees
REPORTS TO: Senior Executive Director, Events & Venue Management	PAY GRADE: CS1 (5, 6, or 7) or NK03 (Rank C)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises scheduling, contracts, maintenance/operations, custodial, technical requirements, (sound/lighting/stage operations), marketing and promotions; supervises events, works with the Lassiter administration, works with the CCSD Events & Venue Management Office, collaborates with the Supervisor of Instrumental Music and the Supervisor of General/Choral Music, Performing Arts: Theatre, and Dance.	

REQUIREMENTS:

1.	Educational Level: Master’s degree in an Educational Field preferred
2.	Certification/License Required: Valid Georgia Leadership Certificate preferred
3.	Experience: 3 years of related relevant experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; proven leadership skills; computer skills (Microsoft Office, email communication, etc.)

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises the technical director and custodial positions.
3.	Coordinates the scheduling and use of facility for all events.
4.	Coordinates and communicates contracts, fees, and scheduling with the Facility Use Office.
5.	Supervises all concerts and events except for small Lassiter sponsored events.
6.	Demonstrates knowledge of facility management including maintenance, operations, and safety.
7.	Communicates effectively and appropriately within the CCSD and the community.
8.	Markets and promotes the scheduling and use of the Lassiter Concert Hall within the CCSD and the community.
9.	Demonstrates fiscal responsibility for all funds handled, maintains inventory of all equipment, and follows all CCSD Administrative Rules.
10.	Completes all appropriate paperwork and reports, as needed.
11.	Develops a plan to self-support the supervisory and technical director salary positions.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____