

Caldwell – West Caldwell Public Schools

Job Description

Title: **Center for Performing Arts (CPA) Manager**

QUALIFICATIONS:

1. New Jersey Teacher certificate preferred; district employment preferred
2. Ability to engage audio, lighting, theater, rigging, and house systems in the James Caldwell High School auditorium or commitment to learn each function
3. Understanding of digital technology
4. Demonstrated communication and organization skills
5. Such alternatives to the above that the Board may find appropriate

REPORTS TO: Building Principal and Supervisor of Music

RESPONSIBILITIES:

1. Supervise, monitor, and/or prepare JCHS auditorium events, at administrative request
2. Attend events
3. Coordinate and maintain JCHS auditorium schedule with assigned building level administrator
4. Maintain JCHS auditorium equipment inventory and account for all equipment before and after each function; Present auditorium equipment requests to Music Supervisor as necessary
5. Execute maintenance cycles for JCHS auditorium audio, theater, rigging, lighting, and house systems as per warranty requirements
6. Communicate required JCHS auditorium preventative maintenance procedures to appropriate district personnel, and maintain copies of appropriate service records
7. Collaborate with district personnel to provide requested auditorium audio/visual equipment
8. Develop and ensure that written expectations for set design, set construction, and stage/auditorium use maintain the auditorium integrity and appearance
9. Provide oversight and training of A/V Club members, activities, and operations

10. Establish an educational plan for students to reach various levels of training in the following roles:
 - a. Stage Hand
 - b. Lighting Engineer
 - c. Audio Engineer
 - d. Systems Manager
11. Other duties as assigned by Supervisor of Music and/or Principal