

TO: Dr. James Franchini
CC: Michael Ouimet, Sharon Lawrence and Board of Education Members
FROM: Jon Zehnder (Administrative Intern), Michelle Tsao
SUBJECT: New Extra-curricular position
DATE: September 27, 2017

Creation of “Auditorium Manager” Position

We are requesting the creation of a new extracurricular position. The proposed position is Auditorium Manager for the high school auditorium. The Auditorium Manager would be responsible for overseeing, coordinating, and troubleshooting the light and sound systems in the district’s high school auditorium.

The duties of the Auditorium Manager would include, but are not limited to the following:

- Advising students who will be trained to use the lighting and sound system.
- Training staff as need on the use of the auditorium systems.
- Coordinating the scheduling of the auditorium in conjunction with our “Use of Facility” policy and evaluating requests to ensure the facility is used appropriately.
- Troubleshooting equipment failure.
- Overseeing district performances, as well as performances by outside groups.
- Serving as liaison for questions regarding auditorium equipment.

The proposed compensation for this position is \$3500 per year. Compensation would also be given at the professional hourly rate, per contract, for services provided for out-of-district groups/organizations.

Thank you for your consideration.

Jon Zehnder and Michelle Tsao