**JOB DESCRIPTION FOR: Coordinator for the Elizabethtown**

**Performing Arts Center (EPAC)**

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REPORTS TO: Superintendent or his/her designee.

QUALIFICATIONS:

As established by the Board of Education.

GENERAL RESPONSIBILITIES:

To oversee all functions associated with the Elizabethtown Performing Arts Center

DUTIES**:**

1. Serve as the Elizabethtown Performing Arts Center (EPAC) Coordinator in charge of auditorium scheduling, usage, and upkeep.
2. Ensure technical aspects of productions in the Elizabethtown Performing Arts Center work smoothly and safely.
3. Oversee and facilitate the use of lighting and sound system(s) at the Elizabethtown Performing Arts Center. Report any lighting and sound system problems to the appropriate administrative personnel.
4. Assist outside groups with renting the theater space. (This will be performed in collaboration with the district’s Director of Finance.)
5. Perform other duties as assigned by the superintendent/designee.

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APPROVED BY: :ELIZABETHTOWN BOARD OF EDUCATION *May 15, 2017*

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