



## WAVERLY COMMUNITY SCHOOLS Position Announcement

<b>Job Title:</b>	Event Support Technician 2026 – 2 POSITIONS		
<b>Location:</b>	Waverly MS & HS	<b>Start Date:</b>	As needed
<b>Salary Range/ Level:</b>	\$20.00 per hour	<b>Terms of Employment</b>	During season
<b>Date Posted:</b>	July 1, 2026	<b>Application Deadline:</b>	Until Filled
<b>Application Process:</b>	<p>A COMPLETED ONLINE APPLICATION IS <b><u>REQUIRED</u></b>. (See application instructions at <a href="#">Theater Event Support Technician July 2026</a>)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> <li>• Attached within the online application (preferred)</li> <li>• Faxed: (517) 321-8577</li> <li>• Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917</li> </ul>		

### Job Description

#### JOB SUMMARY

This position is responsible for assisting with supporting events as scheduled at the high school auditorium and middle school theater, as assigned. The work includes troubleshooting audio and visual equipment issues, running sound, lights, projections, or other equipment for events of many kinds, and working with renters to meet the needs of their events. It also includes maintenance tasks like testing, sorting, and installing. This position is responsible for following established policies and procedures to assist with event needs in consultation with the Theatre and Events Manager. The schedule for this position typically includes an average of 10 hours per week of work. Some work is scheduled by the Theatre and Events Manager, and most work will be done in the evenings and on weekends.

#### ESSENTIAL JOB FUNCTIONS

*Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:*

- Following and enforcing safety procedures and policies.
- Reporting defective and hazardous equipment and conditions.

- Collaborating with the Theatre & Events Manager to schedule necessary work in theater spaces.
- Informing the Theatre & Events Manager of any missing or damaged equipment, supplies that should be ordered, etc.
- Interacting with renters, students, and school staff in a professional and positive manner.
- Safely training high school students on basic lighting and sound operations.
- Supporting events including set up, support during performances, and tear down.
- Troubleshooting technical issues during events and performances.
- Managing students on a particular task when required.
- Working with outside contractors.
- Able to work independently with flexible hours on projects.
- Able to support events in the evenings and weekends.
- Reading and understanding policies and theatre documentation.
- Performing other duties as assigned by the building principal or district administration.

### **QUALIFICATIONS**

#### **Education and Experience:**

- Experience in one or more of the following is preferred but not required:
  - Live audio
  - Theatrical Lighting
  - Stage Rigging

#### **Knowledge, Skills and Abilities:**

- Excellent oral and written communication and human relations skills.
- Ability to learn new systems and processes.
- Ability to think on one's feet.
- Ability to stay professional and patient under stress.
- Ability to read and write theatrical documentation.
- Ability to exercise good judgment, resourcefulness, and maintain effective working relationships with staff, students, and the community.
- Working knowledge of theatre terminology.
- Knowledge of computer systems such as Microsoft Office Suite and other relevant software programs and their applications.
- Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

### **ADA REQUIREMENTS**

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl,

talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus. Must be able to lift 20 pounds.

#### **WORK ENVIRONMENT**

The noise level in the work environment is typical for a school theater. There can be moments of quiet, or moments of high activity depending on the situation.

#### **MENTAL FUNCTIONS**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

#### **Notice of Non-discrimination**

##### ***Non-Discrimination***

***The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.***

***Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or [msavage@waverlyk12.net](mailto:msavage@waverlyk12.net).***