

**STUDENT PRODUCTION LIGHTING MANAGER  
(WILLIAM ANNIN SCHOOL)**

**Reports To:** Building Principal

**Qualifications:** Appropriate New Jersey Certification  
Working knowledge of the auditorium lighting equipment

**General Description:** To provide students with an opportunity to explore their interests and talents through safe lighting activities and to ensure that school equipment is used properly.

**Major Duties and Responsibilities:**

- 1.1 Organize and supervise students as they operate the lighting equipment during in-school and after-school activities that require stage lighting (e.g. spring musical, student musical concerts).
- 1.2 Actively promote the program and seek student participation.
- 1.3 Attend all activity meetings and in-school events and supervise students.
- 1.4 Ensure safe and collaborative working environment and maintain responsibility for the security of equipment and facilities.
- 1.5 Maintain and secure required tools, materials and supplies.
- 1.6 Prepare the activity budget, order necessary supplies and equipment and maintain appropriate records related to activity expenses and revenues.
- 1.7 Responsible for the collection, deposit of funds, payment of bills and financial reporting according to board policies and regulations.
- 1.8 Evaluate the program annually to determine its effectiveness and offer recommendations for the following year, if necessary.
- 1.9 Perform additional duties related to activity as assigned by the building principal or assistant principal.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of Board of Education's policy on evaluation of extracurricular staff.

**Frequency/Duration:** Daily/Length of Shows

**Adopted:** September 22, 2003

