JOB DESCRIPTION

POSITION TITLE: Supervisor, Lassiter Concert Hall (.49)  JOB CODE: 621A or 470B  
DIVISION: Chief of Staff  SALARY SCHEDULE: Annual Central Office Personnel or  
Professional/Supervisory Support Annual  
DEPARTMENT: Events & Venue Management  WORKDAYS: Annual Administrative Employees  
REPORTS TO: Senior Executive Director, Events & Venue Management  PAY GRADE: CS1 (5, 6, or 7) or NK03 (Rank C)  
FLSA: Exempt  PAY FREQUENCY: Monthly  

PRIMARY FUNCTION: Supervises scheduling, contracts, maintenance/operations, custodial, technical requirements,  
(sound/lighting/stage operations), marketing and promotions, supervises events, works with the Lassiter  
administration, works with the CCSD Events & Venue Management Office, collaborates with the Supervisor of  
Instrumental Music and the Supervisor of General/Choral Music, Performing Arts: Theatre, and Dance.  

REQUIREMENTS:

1. Educational Level: Master’s degree in an Educational Field preferred  
2. Certification/License Required: Valid Georgia Leadership Certificate preferred  
3. Experience: 3 years of related relevant experience  
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities  
5. Knowledge, Skills, & Abilities: Written and oral communication; proven leadership skills; computer skills  
(Microsoft Office, email communication, etc.)

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.  
2. Supervises the technical director and custodial positions.  
3. Coordinates the scheduling and use of facility for all events.  
4. Coordinates and communicates contracts, fees, and scheduling with the Facility Use Office.  
5. Supervises all concerts and events except for small Lassiter sponsored events.  
6. Demonstrates knowledge of facility management including maintenance, operations, and safety.  
7. Communicates effectively and appropriately within the CCSD and the community.  
8. Markets and promotes the scheduling and use of the Lassiter Concert Hall within the CCSD and the community.  
9. Demonstrates fiscal responsibility for all funds handled, maintains inventory of all equipment, and follows all  
CCSD Administrative Rules.  
10. Completes all appropriate paperwork and reports, as needed.  
11. Develops a plan to self-support the supervisory and technical director salary positions.  
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee ____________________________ Date ________________

Signature of Supervisor ____________________________ Date ________________