



East Lansing
Public Schools

Human Resources Department

Rulesha Glover-Payne, M.Ed.,
Chief Human Resources Officer & Title IX Coordinator

Aileen Hecht,
Administrative Assistant

ANNOUNCEMENT OF VACANCY

East Lansing Public Schools, home of Michigan State University (MSU) and a neighbor to the state capital, is seeking a dynamic individual to work in our highly diverse school district. This individual must love kids, have a passion for their success, be a collaborative team player, have a deep understanding of best practices for teaching and learning and engage all students in the learning process. Come work in a district that has built six new elementary schools with state-of-the-art instructional and sustainable enhancements, has multiple partnerships with MSU, encourages continuous professional growth and learning and is highly supported by its families and community!

POSITION: Auditorium Manager
LOCATION: East Lansing High School and MacDonald Middle School
SALARY: Per ELEA Contract
WORK YEAR: 23/24 School Year
START DATE: August 21, 2023
REPORTS TO: Technology Director
APPLICATION DEADLINE: August 17, 2023

GENERAL SUMMARY: Under the direct supervision of the Technology Director, and in accordance with the established policies and procedures of the East Lansing Public School District, the Auditorium Manager is responsible for coordinating the use and maintenance of the High School and Middle School auditoriums. This position extends to in house and out of house venues.

DUTIES AND RESPONSIBILITIES:

1. Coordinates In House Venues (all performances and programs that originate within the district) and coordinates Out of House Venues (all requests from community to rent the auditorium district's spaces).
 - Coordinates the use of the selected facility for requested venue.
 - Coordinates the cleaning efforts of space.
 - Coordinates the removal and installation of the pit.
 - Coordinates the installation and removal of requested sound shell systems.
 - Coordinates stage setup with appropriate personnel.
 - Provides House support and management before, during, and after events.
 - Provides audio, video, and lighting assistance as needed during events.
 - Coordinates final clean up with appropriate personnel.



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- Coordinates efforts for tours of the facilities.
 - Works with confirmed renters before their event by answering questions via email or phone.
 - Coordinates with Business Office additional hours or fees to be applied after final event.
2. Coordinates ongoing maintenance of lighting systems, audio systems, and video systems:
- Ensuring trained personnel is responsible for the installation, maintenance, and/or removal of systems.
 - Maintaining systems controls.
 - Programing and configuring systems for general use.
 - Coordinating external services as needed.
 - Recommending ongoing upgrades.
 - Identifying equipment that needs to be upgraded or replaced.
3. Other duties as assigned

APPLICATION PROCESS:

Send a letter of interest to Christian Palasty at christian.palasty@elps.us.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the East Lansing Public Schools that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, East Lansing Public Schools has appointed a Title IX Coordinator. Any questions, suggestions or complaints should be directed to:

Rulesha Glover-Payne
Chief Human Resources Officer and Title IX Coordinator
East Lansing Public Schools
509 Burcham Drive
East Lansing, Michigan 48823