

Liberty Union High School District

PAC COORDINATOR

JOB DESCRIPTION

Coordinates the technical needs of outside groups and schools; assist with District and site in scheduling of building and assessing service needed for activity/events; trains/hires students for sound and lights for facility; writes work orders for facility; maintains technical equipment and keeps inventory of supplies, budgets for replacement and repairs; available for technical support before and during rehearsals and performances; follow-up on complaints and problems; review time sheets and send them to District Office for payment; communicates with Performing Arts staff in regard to their needs; and other related duties.