



# ZIONSVILLE COMMUNITY SCHOOLS

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<b>Position Number:</b> Same as PAC Worker	<b>Job Type:</b> Classified / As Needed / Regular	
<b>Position Title:</b> PAC Summer Intern (PAC Worker)	<b>FLSA Status:</b> Hourly / Non-Exempt	
<b>School/Department:</b> Office of Special Projects	<b>FTE:</b> As Needed	<b>No. of Pays:</b> 26
<b>Reports To:</b> PAC Manager		

**This document is for information purposes only regarding the PAC summer internship program. For the official job description for employment purposes, please refer to the “PAC worker” job description.**

**POSITION SUMMARY:** The summer intern will be assigned special projects to be completed in coordination with the PAC Director which may include arts administration, event management, installation, content creation, research, and programming. The PAC summer intern will operate sound, lighting, and video projection equipment for events taking place at the PAC. The summer intern will assist with maintenance, repair, and inventory of existing sound, lighting, and video equipment.

**TYPICAL PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit and stand, use hands to handle or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**TYPICAL WORKING CONDITIONS:** While performing the duties of this job, the employee regularly works in a typical auditorium environment. The noise level in the work environment is usually moderate to loud. There are no environmental hazards indicated for this position. Minimal travel may be required.

**LEARNING OBJECTIVES:** Upon completion of the PAC summer internship, the PAC summer intern will meet the following learning objectives associated with the position:

- Experience with audio/video recording and editing, graphic design, live streaming, broadcasting, and other mixed media applications
- Working knowledge of operation and programming of theatrical lighting and lighting consoles
- Working knowledge of operation of sound equipment, mic technique, sound consoles
- Working knowledge of operation and maintenance of sound, lighting, and video equipment
- Working knowledge of audio/video/lighting system installation
- Working knowledge of operation and programming using Qlab 5 show control software
- Experience and knowledge of best practices with customer service and communication skills when working with performers and rental clients
- Experience with event management and arts administration
- Experience working with and assisting with the supervision of high school students
- Basic knowledge of networking and how to apply networking concepts to show control
- Basic knowledge of the implementation of artistic design and vision into theatrical technology
- Experience with web design and basic graphic design

**EXAMPLES OF DUTIES:** (This list may not include all of the duties assigned.)

**Essential Functions:**

1. Operate sound, lighting, and video projection systems during PAC summer events.
2. Assist with coordinating audio and video recording and production of performances.
3. Assist with the inventory and deployment of technical equipment at ZCS facilities.
4. Assist in determining the necessary technical supports, such as lighting and sound systems for theatre, dance, music, and other productions and projects; assist guest designers and artists with technical matters for summer events.
5. Assist with the development of graphics and marketing materials for the promotion of the PAC and PAC events, including graphic design, images, audio, and video production.
6. Assist with communication with performers and rental clients.
7. Assist with management and arts administration with PAC rental clients.
8. Assist with the maintenance and operation of equipment and ensure its safe and proper use; protect the district equipment and supplies against pilferage, loss, theft, or abuse.
9. Maintain stage, off stage storage, catwalk, and scenery areas in a clean and orderly condition.
10. Maintain inventories of supplies and equipment in an orderly fashion.
11. Move equipment and supplies as necessary.
12. Assist with stage and set construction.
13. Plan and execute the resetting of the PAC technical equipment to a status compliant with the PAC light and sound plots between shows.
14. Ensure compliance of all ZCS safety protocols during all site events and advise patrons as needed.

**General Functions:**

1. Assist the PAC Director in training and supervising of volunteer or paid technical staff, including student staff.
2. Ensure a safe environment in the theatre for audiences, performers, and staff.
3. Assist in the proper preparation of all areas for performer and audience use.
4. Assist with maintenance of building security.
5. Introduce and identify self to all rental customers as ZCS liaison during all events. Properly display ZCS identification badge.
6. Maintain positive, visible presence before, during and after all events.
7. Be available to answer questions or provide clarification to all rental customers.
8. Professional conduct and communication at all times.
9. Strong focus on customer service.
10. Stay up-to-date on any building or safety protocol changes as communicated by the PAC Director.
11. All other duties as assigned by the PAC Director, the Director of the Office of Special Projects, or the Superintendent.

**POSITION REQUIREMENTS AND INFORMATION:**

Knowledge, Skills & Abilities: Demonstrate the ability to provide clear direction and customer service to a variety of performers and rental clients. Display a strong commitment to safety protocols and ability to communicate those effectively. Ability to handle several responsibilities at once while maintaining professional etiquette at all times.

Work Schedule:

- The typical summer work week for full-time interns will be Monday – Friday from 9:00AM – 5:00PM. Hours are flexible on a weekly basis and may vary based on events and projects that may alter the typical work week. Some weekend dates are required and are listed below. Standard work weeks will average 40 hours per week. There is a possibility that some weeks may contain over 40 work hours when there are rental events that take place during the week.

- Hours for a part-time internship are flexible and will be determined in discussion with the PAC director.
- **High school graduates** – internship will commence on June 3<sup>rd</sup> and will continue through August 9<sup>th</sup>
- **College/university students** – internship will commence May 5<sup>th</sup> and will continue through August 9<sup>th</sup>. Start/end dates are flexible depending on college/university schedule. *\*Dates between May 5<sup>th</sup>-May 30<sup>th</sup> will include irregular hours due to school events.*
- **Weekend Events:** The PAC summer intern will be expected to work some weekend events unless vacation time is scheduled in advance with the PAC director. Overtime pay may be available for weekend events depending on weekly work scheduling.
- **Holidays:** The PAC will be closed during the following holidays and work will not occur. Interns will not receive pay for these holidays.
  - May 26<sup>th</sup> (Memorial Day)
  - June 23<sup>rd</sup> (Juneteenth – due to an event on the day of Juneteenth we will be moving the day off to the 23rd)
  - July 4<sup>th</sup> (Independence Day)
- **Blackout Dates:** Time off (explained below) may not be taken during the following dates due to important events taking place:
  - May 11<sup>th</sup> – 18<sup>th</sup> (Show Choir Finale)
  - June 4<sup>th</sup> – 9<sup>th</sup> (ZCHS Commencement)
  - June 14<sup>th</sup> – 22<sup>nd</sup> (Miss Indiana)
- **Vacation Time:** Unpaid vacation days are available and may be scheduled in advance with the PAC Director. The blackout dates listed above will be excluded from vacation time eligibility except for family and religious matters such as weddings, funerals, and religious ceremonies. All conflicts with blackout dates must be approved by the PAC director before the commencement of the internship.
  - Up to 10 unpaid vacation days may be taken. Please discuss any additional time with the PAC director in advance of beginning the internship.

Education:

- Must have a high school diploma from any accredited high school
- ZCHS students who are scheduled to receive a diploma on June 8<sup>th</sup>, 2024 may apply

College Credit:

- We are happy to coordinate with accredited colleges/universities offer college credit for internship experiences. Contact the PAC Director for more information.

Pay Structure:

- \$13-15/hour depending on experience with the opportunity for overtime during rental events (current HS students will receive \$10/hour until June 9th)
- Opportunity for event management work at \$20/hour pending PAC director approval (for class of 2024 and older only)

Housing:

- Zionsville Community Schools does not provide housing for the PAC summer intern. Housing arrangements are the sole responsibility of the PAC summer intern.

Experience: 1-3 years experience with performing arts events and/or technical theater preferred.

**INTERNSHIP SUPERVISOR CONTACT INFORMATION:**

**Isaac Spillman**  
**Performing Arts Center Director**  
**Zionsville Community Schools**

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