



## POSITION DESCRIPTION

### Performing Arts Stage Manager

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**Position** ..... Performing Arts Stage Manager  
**Department/Site** ..... Visual and Performing Arts  
**FLSA** ..... Non-Exempt  
**Evaluated by** .....  
**Salary Range** ..... 36

#### **Summary**

Oversees and coordinates the technical aspects of the staging of the District's, professional touring, and local theatrical performances. Provides technical and artistic guidance and oversight to professional and student stage crews, and serves as on-site technical support to performing groups during events.

#### **Essential Duties and Responsibilities**

- Provides on-site technical staging expertise at theatrical events, providing professional guidance and assistance to theatrical groups and personnel with regard to staging concepts, processes, and techniques.
- Oversees and coordinates the staging of theatrical lighting, sound, video and other equipment and/or assets, as required for individual performances.
- Provides technical oversight, guidance, and training to student theatrical crew members in basic theater practices, techniques, and work standards.
- Oversees and coordinates the troubleshooting, repair, and maintenance of theatrical staging equipment and facilities; maintains a preventive maintenance program and contracts for repairs as necessary.
- Trains and oversees event stage crew personnel in technical safety procedures regarding theater facilities, equipment, and personnel.
- Participates in the development of operating goals and objectives for the unit; recommends, implements, and administers methods and procedures to enhance operations.
- Monitors production costs and provides billing information; maintains inventories of materials and equipment necessary for the operation of performance spaces.
- Coordinates and oversees the use and operation of the on-campus theater facility; provides input into the development of policies, guidelines and procedures related to theater activities;
- Confers with individuals and groups, both on-and off-campus to provide information on facility usage and capability, available equipment, and scheduling. Provides technical assistance to those using the theater equipment. Provides advice to users regarding performance production aspects.
- Enters and retrieves data from a personal computer to produce reports regarding expenditures, schedules, production estimates and other matters; recruits and directs the work of part-time staff and student assistants to provide technical production and ushering support; provides instruction to staff and volunteers in work and safety procedures; assists in coordinating activities and arranging details for rehearsals and performances, distributes information regarding the facility to interested parties and encourages use of the facility; resolves production and facility usage problems.
- Coordinates, oversees and participates in the operation of sound, lighting and other production equipment during productions. Recommends equipment maintenance and purchase; maintains records of and takes inventory of theater equipment; maintains accurate records and files.



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- Performs other duties as assigned that support the overall objective of the position.

#### **Qualifications**

##### **- Knowledge and Skills**

- Requires working knowledge of computerized and conventional professional theatrical staging, materials, equipment, and facilities.
- Requires knowledge of theatrical lighting and sound techniques.
- Skill in organizing resources and establishing priorities.
- Knowledge of current technological developments/trends in area of expertise.

##### **- Abilities**

- Requires the ability to provide technical leadership to professional staff and/or students in area of expertise.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

#### **Physical Abilities**

- Requires the ability to perform work of an active nature.
- Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) heavy weights of up to 75 pounds on a regular basis.
- Requires the ability to push, pull, and guide materials over 75 pounds.
- Requires the ability to climb, stoop, kneel, and crouch on a regular basis.
- Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.
- Requires auditory ability to hear machinery sounds and alarms.
- Requires near and far visual acuity to read printed materials, observe 3-dimensional views, moving objects, and work-in-progress.
- Requires speaking ability to project voice to a small group. carry on ordinary conversations.

#### **Education and Experience**

- A high school diploma, or the equivalent, and three years of theater design and set construction experience.

#### **Licenses and Certificates**

- May require a valid driver's license.

#### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.