



JOB TITLE: STAGE MANAGER

Classification: Classified
Salary Range: 38

Retirement Type: PERS*
Revised/Board Approved: March 20, 2000

BASIC FUNCTION:

Under the general supervision of the Theatre Production Manager, oversees the pre-production aspects and backstage operation for Center for the Arts productions, including rigging of scenery, electrics, and audio equipment; serves as the Event Stage Manager for many Center for the Arts events, directing crew and coordinating production needs; confers with in-coming show personnel in planning production stage personnel, scheduling and equipment needs for events.

REPRESENTATIVE DUTIES:

Oversee and coordinate technical production aspects of events during rehearsals and performances in Marsee Auditorium, Campus Theatre and Haag Recital Hall; oversee the technical production crews by explaining stage procedures and proper operation of equipment and systems such as rigging of curtains and scenery, hanging, circuiting and focusing lights, basic sound amplification and reinforcement.

Advise and confer with technical directors, artists and/or touring company representatives of incoming shows to insure the smooth running of live performances; recommend stage personnel needs for each production by interpreting lighting, audio and stage diagrams, or from verbal information obtained from the show's touring technical production personnel. Schedule crew; plan, organize and oversee the daily operational aspects of technical support work needed to present live events in Center for the Arts' venues.

Oversee and/or perform minor repair and general maintenance on production equipment and systems; may operate 16mm film projectors; may assist in the preparation of technical contract estimates and billing sheets for users of CFA facilities; may make recommendations for bid specifications for technical equipment or services. Check theatres for safety hazards; assures compliance with established health and safety procedures.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: two years of college level course work in technical theatre operations and three years of backstage production experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Standard methods, materials and equipment used in technical theatre production.

Professional stage management techniques, including crew organization and interpersonal skills.

Operation of various theatre systems and equipment including rigging, lighting and audio systems.

Technical production needs for presenting large and demanding live events.
Basic budgeting and record keeping principles.
Health and safety regulations and preventative measures particular to theatre production.

Abilities/Skills:

Standard methods, materials and equipment used in technical theatre production.
Professional stage management techniques, including crew organization and interpersonal skills.
Operation of various theatre systems and equipment including rigging, lighting and audio systems.
Technical production needs for presenting large and demanding live events.
Basic budgeting and record keeping principles.
Health and safety regulations and preventative measures particular to theatre production.

WORKING CONDITIONS:

Work protracted or irregular hours, including nights, week-ends and holidays as needed.
Work in a theater setting.
Occasionally lifts and stores heavy equipment.
Exposed to various chemical and solvents.
Days and hours may vary.
Additional hours may be required.
Lift, move, carry and store heavy objects and equipment as needed.
May work from varying heights.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.