

PERALTA COMMUNITY COLLEGE DISTRICT - January, 1982

CLASSIFIED JOB DESCRIPTION

**STAGE AND PRODUCTION SUPERVISOR
(SEIU Local 1021 Salary Range 057)
Job Code: 130**

CLASS PURPOSE

Under direction, performs technical work in planning, supervising, and coordinating stage and theatre personnel and equipment for various theatrical productions and related performances. Performs related work as required.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Supervises and coordinates a wide variety of technical backstage aspects of a production during rehearsal and performance in the theatre
- Stage manages or supervises the stage management of scheduled events, including: dance, instrumental, and vocal concerts, theater arts productions, films, lectures
- Trains theatre technicians, work-study staff, and stagecraft students in all phases of stage and theatre production work
- Recruits and assigns crews to provide technical support for scheduled events
- Designs and implements or supervises the implementation of lighting plots for scheduled events
- Operates, repairs, and maintains or supervises the operation, repair, and maintenance of technical theatre equipment including: sound, lighting, projection, rigging, trap, costume, make-up, scene shop equipment
- Designs and supervises construction, painting, mounting, and striking of stage scenery for theatre arts department productions
- Designs and constructs or directs the construction of theatre equipment and fixtures
- Designs, records, and edits sound tapes for scheduled events as needed
- Conducts independent research on technical theatre equipment and systems
- Coordinates and maintains records of rehearsal and performance schedule

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- Maintains an inventory of and submits requisitions for theatre supplies and equipment
- Evaluates lighting, sound, rigging, trap, storage, projection, costume, make-up, and scene shop systems
- Determines short-term and long-range technical improvement goals, and submits proposals
- Performs statistical analysis of theatre use
- Provides the Office of Community Service with both technical personnel cost estimates for scheduled events and itemizations of equipment and supply costs of scheduled events
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Two years of theatrical production experience in designing, operating, and maintaining stage equipment and materials and/or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Needs of directors for a wide variety of productions and how to adapt those needs to College's facilities
 - Principles and techniques of operation and maintenance of stage equipment, including curtains, counterweight systems, rigging, lighting, and sound equipment used in an auditorium
 - Problems and needs in production of a variety of events in an auditorium, including: concerts, dramas, lectures, musical productions, dances, and films
 - Principles of training and supervision
 - Basic principles of theatre management
- Ability to:
 - Design, construct, paint, and set up stage scenery
 - Plan and supervise or personally perform the operation of all stage, lighting, and sound equipment
 - Determine manpower needs to stage various theatre productions
 - Establish and maintain cooperative working relationships with those contacted in the course of work
 - Select, train, and supervise student and part-time workers

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ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.
- Theatrical production equipment
- Tools required to repair and maintain technical theatre equipment for sounds, lighting, projection, rigging, trap, costume, make-up, scene shop equipment

Revised: N/A