



Job Description

JOB TITLE: Theater Production Supervisor

PAY GRADE: CS 13

LAST REVISED: June 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction of a manager, supervises, assigns, reviews, and participates in the work of staff responsible for theater department productions and non-departmental events such as scenery construction, lighting, and sound; provides technical supervision and assistance for theater stage productions; assures that theater and stage equipment is maintained in a clean and safe condition; and maintains the master calendar of events for the theater.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for a variety of technical operations for theater department productions and non-departmental events such as scenery construction, lighting, and sound; provides technical supervision and assistance for theater stage productions.
2. Establishes schedules and methods for providing theater production services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
3. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
4. Participates in the selection of theater production staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
5. Participates in the preparation and administration of the assigned budget; submits budget recommendations; monitors expenditures.
6. Performs a variety of duties related to theater department productions; works with directors, designers, and stage manager to develop the overall technical needs for each production; attends production meetings; coordinates technical schedules and production deadlines; coordinates the production of technical elements with the performers and directorial needs at technical rehearsals.
7. Sets up and troubleshoots sound systems for productions including mixing boards, amps, equalizers, speakers, and other sound system equipment.
8. Performs a variety of duties related to lighting for productions including hanging, circuiting, patching, gelling, troubleshooting, and focusing stage lights.

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9. Oversees and participates in building scenery for theatrical shows being produced; operates and maintains a variety of equipment including radial, table, circular and vertical saws, and other hand and power tools; welds and rigs sets and large scenery as required; paints finished pieces; repairs tools and equipment as necessary; maintains scene shop areas in a clean and orderly manner.
10. Reads, interprets, and creates blueprints and drawings; reads and interprets specifications and manuals; estimates and requisitions materials and supplies for assigned projects.
11. Prepares scenery construction budget for each production and assists scenic designers with engineering, materials selections, code compliance, construction process and options, and scheduling; ensures production is finished on time and within budgetary limitations.
12. Utilizes a variety of computer systems and applications related to the theater, CADD, lighting, sound control, and production management.
13. Sets up and operates audio/visual equipment for productions including overhead, slide, video and film projectors, video players, monitors and cameras, computers, and related audio/visual equipment.
14. Inspects, repairs and maintains an inventory of theater equipment including rigging, lighting, and sound systems and related machinery; orders and maintains spare and replacement parts necessary to repair equipment; establishes a prioritized list for equipment replacement; works with other departments within the college or with outside vendors for maintenance and repair of equipment as necessary.
15. Maintains the master calendar of events for all theater facilities; schedules or denies requests for facilities.
16. Performs a variety of bookkeeping duties including tracking and maintaining accounting information of all income and expenditures for the department; prepares and processes purchase orders; provides higher level staff with budget updates; processes employee timesheets.
17. Assists instructors in teaching classes as needed including developing teaching aids and preparing other materials.
18. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the theatrical field; incorporates new developments as appropriate.
19. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Operations, services, and activities of a theater production program.
Principles and practices of program development and administration.
Methods and techniques used in the production of theater events.
Principles, methods, materials, tools and equipment used in stage work.
Principles and practices of stage lighting including hanging and focusing lighting instruments.
Principles and practices of theater sound including use and placement of microphones, patching of audio signal paths, use of processing equipment, and speaker placements.
Principles and practices of theater rigging.
Methods and techniques of maintaining, installing and repairing electrical systems and wood working tools and equipment.
Occupational hazards and standard safety practices.
Office procedures, methods, and equipment including computers and applicable software applications.
Principles and practices of budget preparation and administration.

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Inventory control procedures and methods.
Methods and techniques of public relations.
Principles of supervision, training, and performance evaluation.

Ability to:

Supervise, organize and review the work of staff involved in theater production activities.
Organize sound, lighting, and set designs in theatrical productions.
Select, train, and evaluate staff.
Recommend and implement goals, objectives, policies and procedures for providing custodial and general maintenance services.
Participate in the preparation and administration of assigned budgets.
Operate, maintain and repair wood working tools and equipment.
Construct scenery and maintain, and repair theater equipment including rigging, lighting, sound systems and related machinery.
Design and operate audio/visual systems and equipment.
Read and interpret blueprints, sound and lighting plots.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Understand the organization and operation of the District as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
Perform assigned work in accordance with appropriate safety practices and regulations.
Plan and organize work to meet changing priorities and deadlines.
Work cooperatively with other departments and outside agencies.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree or higher from an accredited college or university with major course work in theater arts or a related field.

Experience:

Four years of increasingly responsible technical theater experience including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain, a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a theater setting; exposure to noise, dust, and inclement weather conditions; occasionally works around loud noise levels; work near moving mechanical parts. Positions may be required to work evenings, nights, and weekends.



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Physical: Primary functions require sufficient physical ability and mobility to work in both an office and theater setting; to stand or sit for prolonged periods of times, to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to heavy amounts of weight, to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.