



OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Stage Supervisor	Employee Group	Non-represented
Functional Job Family	Operations	Job Code	8410
FLSA Status	<input checked="" type="checkbox"/> Exempt – Administrative or Executive/Supervisory <input type="checkbox"/> Non-Exempt	Pay Range	323
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	May 2007

DESCRIPTION

Supervise and coordinate the work of staff involved in the production of theatrical shows and events. Assist in the implementation of policies, procedures, programs and services to ensure effective utilization of resources and regulatory compliance.

DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

1. Supervises, coordinates and reviews the work of staff involved in all aspects of stage installation, performances and load outs.
2. Supervises and coordinates services specific to facility assignment, such as event parking, or stage door operations.
3. Collaborates and coordinates projects with clients, promoters, exhibitors, vendors and contractors.
4. Coordinates and oversees the work of contractors and vendors involved in the production of shows and events.
5. Coordinates activities with other departments, ensures services are appropriate and performed in an efficient and timely manner.
6. Plans and schedules necessary equipment; ensures all stage equipment is in good working condition; contracts maintenance and repair services of equipment.
7. Reviews, verifies and approves event settlement information; uses event management systems to coordinate event information with other functions.
8. Assists in the development and implementation of policies, practices and procedures.
9. Ensures that practices, policies and priorities of assigned projects and functions are followed; assists with monitoring and evaluating processes, methods and procedures.



10. Ensures work is performed in compliance with codes, ordinances, regulations, and other requirements, including but not limited to, Leadership in Environmental and Energy Design Certification (LEED), and OSHA.

Secondary Functions

1. Maintains and manages inventory of stage related equipment, materials and supplies.
2. Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities

This position functions primarily as a first-line supervisor, ensuring subordinate staff have clear work direction and guidance. The incumbent is responsible to carry out the full spectrum of supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

JOB SPECIFICATIONS

Education/Certificates, Licenses, and Registrations and Experience

- A minimum of five (5) years of experience in theatrical or concert productions, and
- A minimum of three (3) years of supervisory or lead experience, and
- High School Diploma or GED, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties

Knowledge, Skills and Abilities

- Expert knowledge in the operation and handling of theater equipment and stage facilities
- Pertinent Federal, State and local laws, codes and regulations that affect and impact the department
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Analyze information and use logic to resolve issues and problems
- Read and interpret schematics, drawings and blueprints
- Manage staff and resources in an effective and efficient manner
- Establish and maintain cooperative working relationships with all persons contacted in the course of work
- Communicate clearly and concisely, both orally and in writing
- Prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate
- Work nights, weekends and holidays



PHYSICAL DEMANDS / WORK ENVIRONMENT

- Continuously required to hear and/or respond to verbal/audio cues; see and/or respond to visual cues
- Frequently required sit for extended periods of time; perform repetitive motions of hands and wrist; lift, push, pull and/or carry objects up to 10 pounds; read computer screens or other monitors
- Occasionally required to stand and/or walk for extended periods of time; lift, push, pull and/or carry objects up to 50 pounds; exposed to fumes or airborne particles; work near or around moving mechanical parts; work near or around electricity
- Rarely required to reach with hands and arms; climb, stoop, kneel, crouch or crawl; twist and/or bend; lift, push, pull and/or carry objects up to 100 pounds; exposed to vibration

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date