

Metropolitan Exposition Recreation Commission

Title: Department Head Stagehand – General
Job Code: 8430
Pay Range: 910
FLSA Status: Non-exempt

Bargaining Unit: IATSE Local 28
Established: January 1, 2006
Revised:

CLASSIFICATION DESCRIPTION

Function as working supervisor and responsible for overseeing all aspects of stage operations in a single department head theatre including sound, carpentry, props, electrical and fly systems. Under the supervision of the Operations Manager or the Stage Supervisor, supervises the use of house and user equipment and installation of user equipment. Workload varies with each event and show and includes collaborating with show personnel and management representatives to meet show needs. Manage the work of stage personnel and ensure adherence to safety procedures in stage operations. Oversee and participate in changing seating configurations.

DUTIES AND RESPONSIBILITIES

An employee in this position must be able to perform all the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks an employee in this position may be expected to perform.

1. Handles, manages and oversees all aspects of stage operations. Performs fabrication, maintenance, repair, placement, handling, setting, striking, dismantling, and restoration of sound, props, carpentry, electrical and fly systems.
2. Maintains time schedules and ensures conformance with show specification.
3. Oversees and participates in changing seating configurations.
4. Establishes and maintains clear communication and cooperative working relationships with management representatives.
5. Collaborates with show personnel (technical directors, road crew, local crew) to fulfill the needs of each individual show and assists in pre-productions planning, development and preparation of plans and plots, and assists in advance, remodel, load in, rehearsal, and show functions.
6. Collaborates and functions as a team member with other department heads and personnel, and is responsible for contributing to the theatre's overall coordination, operations, safety, maintenance, and customer services.
7. Oversees the use and maintenance of house equipment, and installation of systems and equipment provided by the user group as it integrates their system with the house system.
8. Enforces adherence to safety procedures and maintains inventory of equipment and apparatus to ensure conformance to safety standards.
9. Manages the work of stage personnel.
10. Performs other duties as assigned.

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JOB SPECIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma or GED and five years of broad-based experience in stage trades, including three years of experience in stage operations; or any combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. Possess or have the ability to obtain a State of Oregon Limited Journeyman Stage Electrical license within six months of employment. Possess or have the ability and willingness to obtain a current CPR/AED certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge and experience in the operation and proper handling of theatre equipment and stage facilities
- Maintenance and repair of house equipment and times, including theatrical and entertainment-related carpentry, sound, props, electrical, and fly systems
- Safe work practices and procedures of stage operations
- Direct and supervise the work of union and non-union stage personnel
- Communicate effectively in a clear and concise manner, both orally and in writing
- Use sound independent judgment and diplomacy
- Work flexible schedule, including extended evenings and weekends
- Work independently and function as a team leader and team member and to establish and maintain cooperative relationships with those contacted in the course of work
- Coach, teach, and advise other persons and be available as a general and technical resource person
- Perform a variety of functions that require sustained, strenuous physical exertion including activities such as moving and heavy lifting of items of more than 100 pounds, stacking, pushing, pulling, bending, twisting, climbing, and standing on concrete for extended periods during load ins, load outs, rehearsals and performances
- Work at heights
- Work in dark conditions during performances and rehearsals and to work in noisy environments for prolonged periods