

Glendale Arts Job Description

Job Title:	PRODUCTION SUPERVISOR / STAGE MANAGER
Department:	Alex Theatre
Reports To:	Director of Operations
Direct Reports:	Full-Time Stage Department Heads and On-Call Stage Crew
FLSA Status:	Exempt
Wage:	Salary, \$54,000 - \$61,500
Classification:	Full-Time (40 Hours/Week)

Position Summary:

Glendale Arts is seeking a creative and detail-oriented new team member to become our Production Supervisor / Stage Manager. This newly created position will not only manage stage operations, but will also be responsible for nurturing a stage crew culture around customer service, inclusion, and positivity.

The Alex Theatre operates as a road house and the Production Supervisor / Stage Manager will focus on the advancement, staffing, and supervision of all stage related details of events. They will also be the organizational backbone of the stage; ensuring that all training materials, operating procedures, stage drawings, and other documents are maintained and used appropriately.

Event Supervisory Responsibilities:

The Production Supervisor / Stage Manager acts in the role of Stage Supervisor during events. While in this role, they will directly supervise the Master Carpenter, Master Electrician, Head Audio Engineer and on-call stage technicians working that event while also providing overall supervision for the stage schedule, venue safety, and smooth execution of the event.

The Production Supervisor / Stage Manager carries out supervisory responsibilities in accordance with Glendale Arts policies and procedures and applicable federal and California state laws.

Key Responsibilities:

- Supervises the recruitment, hiring, scheduling, work activities, and performance evaluation of all employees in the stage department of the Alex Theatre.
- Advances technical aspects of performances with rental users and/or artists via phone or e-mail communication in addition to site visits as required.
- Maintains appropriate inventory, supplies and equipment by creating and implementing an inventory control system for the Stage Department.

- Manages all internal and external documentation regarding stage operating equipment and procedures including the Stage Department Playbooks, Venue Specifications for Rental Clients, Ground Plans, Line-Set-Schedule, Plots, Network Drawings, equipment inventory, etc.
- Ensures proper use of the organization's information and collaboration systems including Dropbox, the Google Drive Planning Space, and the Filemaker Pro database.
- Ensures compliance with theatre performance and safety policies and federal, state of California, and City of Glendale licensing requirements, fire regulations, the Occupational Health and Safety at Act, and with Americans with Disabilities Act (ADA) regulations.
- Negotiates with product vendors for purchase or rental of production and stage equipment.
- Assists the Director of Operations in preparing and managing budgets and reporting for stage, equipment, and projected annual event expenses.
- Assist Community Programming with the planning and coordinating of production elements as needed.
- Participate in maintenance projects of all stage departments or as required by the Facilities & Safety Director.
- Performs other related duties as required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Required

- A Bachelor's degree from an accredited college or educational institution preferably in technical theatre arts or a related discipline, or may substitute work experience for education.
- Three to five years of demonstrated success as a stage supervisor or department head for a live performance theater or comparable performing arts organization.
- Practical skills and experience in modern professional theater techniques including audio engineering, carpentry, and computerized lighting systems.
- Experience with preparing and managing department budgets and meeting goals.
- Excellent customer service skills.
- The ability to work and communicate effectively with people of diverse cultural backgrounds in a backstage environment.
- Computer proficiency required and familiarity with Microsoft Word, Excel, and Outlook..

Soft Skills Required

Individuals in this position must possess high levels of the following:

Self-Management Skills - Must be able to manage own time and priorities to ensure that deliverables are completed on time, within budget, achieving the desired scope, and at the required level of quality.

Process Skills - Must be detail-oriented. Must be committed to providing prompt responses to inquiries and requests, and to being relentless in following up until tasks are complete

Thinking Skills - Must be able to demonstrate success in solving problems, managing multiple priorities, escalating issues appropriately, making decisions, and developing creative approaches to intractable issues.

Interpersonal Skills - Must be able to listen actively, synthesize ideas, and obtain cooperation from others in transforming those ideas into action. Must be skilled at communicating orally and in writing, with emphasis on ability to present ideas clearly and concisely. Must be adept at maintaining effective working relationships with a wide variety of individuals at all levels in different professions.

Professional Skills - Must exhibit maturity and professionalism in personal behavior when officially representing Glendale Arts.

Psychological Skills - Must balance focus with flexibility, enthusiasm with patience. Must be willing to take ownership and initiative. A positive, partnership perspective is essential, as is a high tolerance for ambiguity.

Preferred Technical Skills

A qualified candidate will have some mix of the following technical skill sets but is not required to have them all.

- Bi-Lingual (Spanish or Armenian preferred)
- Experience with Stage Rigging techniques
- Experience with CAD drafting in Vectorworks
- Experience programming lighting consoles
- Experience with data networks for theatrical systems
- Experience with hanging and focusing conventional lighting
- Experience working with or troubleshooting inelegant lighting instruments.
- Experience mixing sound for live stage productions or bands with at least 24 channels of input.
- Experience with wireless microphones.
- Experience with mixing monitors for concert sound including in-ear monitors.

Other

- Possession of a valid California motor vehicle operator's license and proof of automobile insurance coverage.
- Must have the ability to work a flexible schedule, including evenings, weekends, and some holidays.

Physical Demands:

The physical demands described here 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 functions.

The Production Supervisor / Stage Manager is a physically demanding position. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand, walk, climb, balance, stoop, kneel or crouch. The employee will occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and depth perception. The employee will regularly use a clear-com headset and two-way radio handset.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The Production Supervisor / Stage Manager may be subject to some atmospheric conditions such as fumes, odor, dust, chemical smoke, etc. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate, but is occasionally loud.

Applications:

To apply for this position, please submit a cover letter, a resume, and 3 references to jobs@alextheatre.org. You may also submit applications via direct mail:

Hiring Manager: Production Supervisor
Glendale Arts
116 W California Ave
Glendale, CA 91203