

ASSISTANT THEATER TECHNICAL SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: An Assistant Theater Technical Supervisor is responsible for assisting the Theater Technical Supervisor in all aspects of backstage operations to ensure safety of performers and crew. This includes conducting periodic safety inspections and inventory of facilities and equipment. The Assistant Theater Technical Supervisor coordinates, schedules, and advances performances and events; conducts walk-throughs with clients, determines staffing needs, secures rental equipment, creates estimates and production bills, insures all technical and logistical needs are properly attended to; supervises and participates in the rigging and strike of theatrical lighting, sound and overall stage setup for a variety of productions and events including: touring and local theatrical productions, symphonies, operas, dance companies, civic light opera, touring pop shows, recitals, country western, big band, rock and roll, and other presentations and productions. The Assistant Theater Technical Supervisor integrates touring company electrical equipment, sound equipment, video equipment, and stage setup with in-house systems as required. The Assistant Theater Technical Supervisor inspects, tests, and modifies all equipment prior to performance to ensure compliance with all health and safety codes; consults with performers, their representatives and staff on problems or issues related to equipment functions and makes necessary modifications to achieve desired results; assembles or constructs devices to achieve special effects; conducts and participates in professional and safety training sessions; oversees activities and event setup and operation on the Shadow Walk and the various performance spaces throughout the Mesa Arts Center (MAC); represents the Theater Technical Supervisor in his/her absence; supervises Theater Technical Coordinators and up to fifty temporary contract personnel; completes special projects; and performs related duties as required.

Distinguishing Features: This class is supervised by the Theater Technical Supervisor, who reviews performance through meetings, discussions, conferences, reports, and observations of results. This position will require working irregular hours, evenings, and weekends. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Technical Theater or related field. Good (1 - 3 years) experience related to technical systems used in support of stage productions and related events.

Special Requirements. None

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualification. Six months supervisory experience is preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, vendors, management, contractors, artists, their agents and representatives, and local user groups in order to keep the technical aspects of the MAC Theaters functioning safely. Instructs and trains subordinates, local user group technicians, Mesa Youth Theater technical personnel in a backstage setting regarding the use of theatrical equipment and safety. Prepares written documents with clearly organized thoughts and using the proper sentence construction, punctuation, and grammar. Follows up on client/customer issues.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, federal regulations (Occupational Safety and Health Act [OSHA]), state regulations, and City of Mesa guidelines. Inspects, monitors, and evaluates information, work-related conditions, and equipment to determine compliance with prescribed operating, safety, and manufacturer's guidelines. Distinguishes colors working with electrical wires in lighting and sound equipment. Detects natural gas leaks, toxic gases, smoke, or other hazardous materials. Uses highly controlled muscular movements to adjust the position of a control or mechanism such as operating controls for light and sound equipment. Operates power-driven machinery such as chain hoists, personal lifts and forklifts. Uses common hand tools, such as a hammer, saw, screwdriver, or other tools such as standard theatrical shop tools. Operates a variety of standard office equipment to maintain records and communicate. Enters data or information into a personal computer in order to organize and track technical information related to staffing and performances. Performs physical inventories, moves material weighing up to 100 pounds for distances of up to 100 feet using proper equipment. Cleans work area. Works with cleaning fluids and agents, using protective equipment, to maintain theatrical equipment. Sets up and removes folding tables, chairs, barricades, traffic cones, or similar equipment to accommodate ancillary events. Works in small, cramped areas, and in a variety of weather conditions. Works at elevated levels 100 feet. Installs, alters, maintains, and repairs wiring and appliances related to sound systems, lighting, or powered stage machinery. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and directs the activities of Mesa Arts Center theaters. Supervises the work of subordinate personnel as they support the performances and events of the Mesa Arts Center theatrical unit. Prioritizes and assigns work to personnel when directed and prioritizes own work. Coordinates work activities and tasks with other Mesa Arts Center units and uses groups as required. Conducts research and analyzes data to ensure the success of productions and events. Locates and orders rental equipment. Performs mathematical calculations. Comprehends and makes inferences from stage, lighting, sound, and event plots. Understands and interprets blueprints, schematic drawings, layouts, or other visual aids. Estimates labor and material costs from blueprints or other work plans. Prepares production bills. Learns job-related material through on-the-job training, through material presented in a classroom setting, or by reading documents and manuals. Supervises and evaluates the work of subordinate personnel.

Knowledge and Abilities:

Knowledge of:

principles and practices of supervision;
principles of sounds transmission and amplification, stage lighting and stage machinery;
principles and theory of electricity;
use and repair of stage equipment;
principles and practices of supervision; and
modern stage operations conducted in large public assembly facilities designed for multi-purpose uses.

Ability to:

work from drawings, specifications, and oral requests to achieve desired modifications;
apply the principles and theories of electricity; and
work long hours accommodating a work schedule to requirements of load-ins, load-outs, performances, and rehearsals.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Tech
JOB FCTN-TEC
INCREMENTS 53-200

PAY GRADE: 46
IND-9154
SWORN-No