

THEATER TECHNICAL SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Theater Technical Supervisor, is responsible for all aspects of backstage operations to ensure safety of performers and crew, including conducting periodic safety inspections of all facilities and coordinating safety training for staff. The Theater Technical Supervisor plans, organizes, and directs the technical requirements for all theatrical events, including stage setup, lighting requirements, and related production functions for professional productions (examples: touring and local theatrical productions, symphonies, operas, dance companies, civic light opera, touring pop, recitals, country western, big band, rock and roll, and other presentations and community productions). The Theater Technical Supervisor oversees all lighting, sound, and mechanical rigging equipment; rents and purchases equipment and stage supplies; recommends capital improvement projects; and trains, oversees, evaluates, schedules, and coordinates all stage crew and technical personnel. The Theater Technical Supervisor is responsible for providing information for the development and allocation of the budget for the Production Unit of the Mesa Arts Center. The Theater Technical Supervisor is responsible for advancing touring shows, exemplifying customer service, and preparing settlements for labor and billing. The Theater Technical Supervisor supervises the Assistant Theater Technical Supervisors, the Theater Technical Coordinators, and up to fifty temporary contract personnel; and performs technical work as needed. This class performs related duties as required.

Distinguishing Features: This class is supervised by the Mesa Arts Center Operations 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 exempt-executive.

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 Theater, Technical Theater, or related field. Considerable (3 - 5 years) experience related to technical systems used in support of stage productions and related events. Good (1 - 3 years) experience coordinating or advancing equipment including rental equipment and touring events. Good (1 - 3 years) supervisory experience.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Good (1 - 3 years) experience providing information for the development and allocation of a budget. Demonstrated knowledge of Vectorworks CAD software and Excel computer software programs. Experience supervising a theater production team either at a theatrical venue, or in a national tour. Experience with theatrical project management.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, contractors, and rental groups in order to keep the technical aspects of the Mesa Arts Center (MAC) theaters functioning safely and effectively. Instructs and trains subordinates, temporary contract personnel, touring companies and road shows, or rental companies in a backstage setting regarding the use of theatrical equipment and safety. Prepares written documents that communicate technical equipment function and specifications for road shows and touring companies, safety procedures, and rental cost accrued by companies with clear organized thoughts.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures and manufacturers guidelines. Inspects, monitors, and evaluates information, work-related conditions, and theatrical equipment to determine compliance with prescribed operating, safety, and manufacturers guidelines. Distinguishes colors to work with lighting and sound equipment. Operates a standard truck, requiring a standard Arizona Driver's License to procure equipment and materials as needed. Operates power-driven machinery such as Mobile Elevated Work Platforms (Single Person Shaft Lifts and Scissor Lifts). Uses highly controlled muscular movements to adjust the position of a control mechanism, such as operating controls for light and sound equipment. Uses common hand tools, such as a hammer, saw, screwdriver, or other tools to maintain and repair theatrical equipment. Operates a variety of standard office equipment to maintain records and communicate with staff, vendors, and rental companies. Enters data or information into a personal computer to communicate with others. Prepares, updates, and schedules technical staff as needed to facilitate Mesa Arts Center Events. Performs physical inventories of lighting, sound, and audio-visual equipment. Moves material, lighting, and sound equipment from one place to another using rolling racks. Moves objects, lighting, sound, and rigging equipment weighing up to 50 pounds for distances up to 25 feet. 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 objects for special events, school day performances, and fund-raising events. Works in small, cramped areas while performing loading of counter weights, hanging lighting instruments, and running cable. Works at elevated levels 75 feet above the stage floor.

Mental: Plans, organizes, and directs the activities of technical staff, including the Assistant Theater Technical Supervisors, Theater Technical Coordinators, and temporary contract stage hands. Plans, organizes, and directs the technical requirements for all theatrical events, including stage set up, lighting, and sound requirements and related production functions for professional productions, including Broadway productions, symphonies, operas, dance companies, civic light opera, touring pop, recitals, country western, big band, rock and roll, and other presentations as well as community productions. Supervises and evaluates the work of subordinate personnel who perform technical theater and backstage tasks. Prioritizes and assigns work to staff. Prioritizes own work as related to care, maintenance, and setup of technical and backstage elements of the MAC theaters as well as supervision of rental companies. Resolves procedural, operational, and/or other work-related problems by working with all parties involved to create a mutually satisfactory conclusion. Coordinates work activities, program functions, repair, and load-ins with other touring companies and road shows, City departments, and rental organizations. Develops MAC theater policies and procedures, short- and long-term objectives, and budgets for maintenance and purchases of equipment. Assists in preparing the department budget and recommends capital improvement projects. Comprehends and makes inferences from written manuals to maintain, operate, and train others about theatrical equipment. Prepares,

understands, and interprets blueprints, schematic drawings, and light plots to help companies loading into the theater. Learns job-related material through on-the-job training, through material presented in a classroom setting, or by reading documents and manuals.

Knowledge and Abilities:

Knowledge of:

principles and practices of supervision;
modern stage operations conducted in large public assembly facilities designed for multi-purpose uses;
procedures and techniques related to the design, maintenance, and operation of computerized stage lighting, electronic sound systems, and mechanical rigging.

Ability to:

perform a broad range of supervisory responsibilities over others;
modify and design equipment and systems to meet event requirements;
interpret and sketch electronic diagrams and schematics;
observe or monitor objects, data, and people's behavior to determine compliance with prescribed operating or safety standards; and
estimate labor or material costs from work plans.

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.

Revised 4/23

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EEO-Prof

JOB FCTN-TEC

INCREMENTS 53-200

PAY GRADE: 52

IND-9154

SWORN-No