Job Title:	Stage Manager	**Job Code:**	48631
Job Function:	Staff	**Grade:**	117
Job Family:	Classified	**FLSA:**	Exempt
SOC Description:	8000 Academic Services Division	**Date:**	1/1/04;7/1/99

Job Summary:

Coordinate the physical, technical and maintenance operations for events to be held at the Performing Arts Hall (PAH). Plan and supervise the work activities performed by students, stage hands, labor crews, and cleaning/maintenance personnel.

Essential Functions:

55% Supervise and schedule the work activities of the production and cleaning/maintenance staff.

20% Coordinate the physical and technical arrangements for PAH events.

15% Purchase building and maintenance supplies for projects. Research cost estimates and collaborate with staff to coordinate capital improvement projects.

5% Meet with patrons/clients to discuss event requirements and estimate labor costs.

5% Coordinate specific building changes or improvements to be implemented and completed by the building technical crew.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in facilities management as related to a theatre. Supervision of skilled trade crews in a theatre setting and knowledge of electricity, lighting, sound, and video required. Basic understanding of relevant computer applications required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).