

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1997**

SCENE SHOP SUPERVISOR

FLSA STATUS: NON-EXEMPT – PAY GRADE: 11 - C

**JOB FAMILY: THEATRE ARTS & STAGE PRODUCTION
JOB FUNCTION: INSTITUTIONAL ADVANCEMENT**

GENERAL STATEMENT OF JOB

The Scene Shop Supervisor is responsible for the supervision of student production personnel in the stagecraft laboratory and in the performance spaces of all college-proposed theatrical productions. The individual will be responsible for demonstrating and supervising the application of the appropriate use of equipment and safe production practices to the student. This position is responsible for the maintenance and upkeep of all scene shop tools and equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Responsible for supervising crews in the construction of scenery and properties for all college-produced theater productions.

Responsible for supervising crews in the installation, performances and load-out of all college-produced theater productions.

Responsible to teach in a laboratory setting the safe and proper use of the tools used in the construction of scenery and properties.

Assist the teaching faculty in assuring the assigned student work projects and schedules are completed in a timely and appropriate manner.

To develop and maintain a routine maintenance schedule for all scene shop tools and equipment.

To evaluate and maintain the necessary inventories of materials and equipment necessary for the operation of the scenery construction.

SUPERVISION RECEIVED

Supervision is received from the director of technical theater.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff and students.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency supplemented by a minimum of two (2) years of related experience.