

**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.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).