

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1999**

PRODUCTION STAGE MANAGER

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

GENERAL STATEMENT OF JOB

The Production Stage Manager is responsible for the advancing of student, college and professional performance, excluding Theatre/Dance department performances. This position will also schedule and supervise union crews for the load-in and load-out events in the Nathan H. Wilson Center for the Arts. This position is responsible for supervising all technical aspects of the performance spaces in Building One of the Center and implementing all necessary routine maintenance of the equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Assist the Operations Manager of the Nathan H. Wilson Center for the Arts in advancing the technical needs of college-related performances and outside rentals.

Schedule and supervise volunteer and professional crews for load-in performances and the load-out of productions.

Develop and maintain a routine maintenance schedule for all of the theatrical stage equipment.

Assist the teaching faculty in the training of students in the safe and proper use of theatrical stage equipment.

Supervise all technical aspects of the performance spaces in Building One of the Nathan H. Wilson Center for the Arts

Evaluate and maintain the inventories of materials and equipment necessary for the operation of the performance spaces.

Maintain an inventory and database of all fixed and non-fixed theatrical production goods.

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from Operations Manager of the Nathan H. Wilson Center for the Arts.

SUPERVISION EXERCISED

Acts in a lead capacity over assigned staff and student.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency supplemented by a minimum of five (5) years of related experience.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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

Language Ability: Requires the ability to read a variety of written materials that range from interoffice memoranda to budgets and schedules. Requires the ability to speak with voice control and confidence. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of rational systems, synthesis functions, conceptual thinking, and influence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain conclusions, and to follow oral and written instructions. Must communicate professionally, efficiently and effectively using engineering, legal, music, theater, accounting, electrical, personnel and marketing terminology.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide. Requires the ability to interpret graphs and calculate decimals and percentages; and to utilize descriptive statistics and general accounting principles.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information. Requires excellent levels of form and spatial aptitude.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in utilizing modern office support equipment and theater equipment.

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

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people in giving and receiving instructions. Must be able to communicate professionally with a broad array of individuals in varying professions. Must be adaptable to performing under stress when confronted with emergency situation or tight deadlines.

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

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, but may require exposure to strong odors and/or smoke.

Revised: 12/98; 03/03; 11/06