

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2020**

POSITION TITLE: STAGE MANAGER (LPAC)

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to provide technical and administrative assistance to the Technical Director while performing some supervisory and all stage/deck management functions. Position is responsible for maintaining order backstage during shows, communicating with the House Manager during shows, providing assistance to rental clients, and providing direction to employees as needed. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Ensures that the backstage area is clean and that all area specific materials are stored in designated locations.

Works with the Operations and Front of House departments, as necessary.

Trains, mentors, and generally oversees stage crew who have an aptitude for stage management.

Serves as the point of contact for the client and any secondary organization(s) hired by the client during an event.

Supervises/delegates tasks to General Stagehand I/General Stagehand II in order to ensure that the event needs are met efficiently, effectively, and safely.

Oversees onstage responsibilities to ensure that tasks are being handled safely and in line with all LPAC stage procedures.

Serves as the backstage point of contact for the House Manager to communicate information such as opening the house, show holds, etc.

Calls the show, if necessary, in order to ensure a smooth, professional performance.

Attends to any problems during an event.

Assesses and implements productions needs for events onstage and/or in multi-functional areas.

Supervises strikes after an event to ensure they are completed safely and efficiently.

Assists with routine maintenance of the stage and all show equipment, as directed.

Assists with rigging and carpentry at Technical Director's request.

Performs general stagehand duties: load-in, set-up, strike and load-out of touring shows.

Works amicably with existing and potential rental clients, patrons, employees, and supervisors to accomplish tasks and resolve issues under sometimes stressful conditions with specific deadlines.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class.

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The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs various clerical and customer service functions for the Department.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma/GED certificate; supplemented by minimum three (3) years of stage management experience for live performances in a wide variety of genres ranging from rock concerts to Broadway style productions and at least one (1) year supervisory experience; or an equivalent combination of education, training, and experience may be acceptable.

SPECIAL REQUIREMENTS

Valid State of Florida Driver's License (optional)

Comprehensive knowledge of general stagehand duties as well as functional knowledge of stage functions including carpentry, rigging and safety procedures.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate, and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgement to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

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ADA COMPLIANCE

Physical Ability: Job functions sometimes involve exerting significant physical effort in tasks that range from sedentary to heavy work. At times, tasks will involve lifting, carrying, pushing and/or pulling of objects and materials of light and medium weights (up to 50 pounds). Tasks may involve climbing, negotiating tight spaces, and manual dexterity.

Sensory Requirements: Some tasks require auditory ability. Some tasks require visual perception, ability to see in low light situations and discrimination. Some tasks require oral and or written communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as pollen, odors, wetness, humidity, rain, fumes, temperature extremes, machinery, vibrations, electric current, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances. Occasional exposure to dust, dirt, and noise is to be expected. Adequate safety equipment will be provided at all times.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.