

Arlington School District No. 16
Job Description

JOB TITLE: Stage Manager – Performing Arts Center

CLASSIFICATION:	Classified
LOCATION:	Byrnes Performing Arts Center
REPORTS TO:	BPAC Coordinator
HOURS:	Days and hours vary
SALARY:	Per PSE Salary Schedule A

SUMMARY: This position, under the supervision of the Byrnes Performing Arts Center (BPAC) Coordinator, arranges, operates, and performs general maintenance on sound and lighting equipment in the BPAC. The Stage Manager is able to perform all functions of the stage crew, including sound and light duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for the direct supervision of running crew on stage during events and performances
- Must be able to perform all duties of stage crew to be able to fill in if needed
- Responsibilities vary from performance to performance depending on the technical needs of users
- Other duties may be assigned

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Perform general maintenance and repairs of sound and light equipment
- Working knowledge of techniques and methods of stage, lighting, sound and communications design, installation and preparation for theatrical or related performances
- Design, operate and maintain technical light, sound equipment, and systems

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent

Experience in the operation and use of lighting, sound, and stage equipment for a performance or theater group

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State driver's license

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to administration, staff and the community.

MATHEMATICAL SKILLS:

Ability to apply concepts of basic mathematics

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of electronics, stage equipment and rigging, and audio-visual media
- Knowledge of District policies, procedures and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situation
- Ability to maintain positive and effective relationships with students, district staff and a variety of others from diverse backgrounds
- Skill in oral and written communications
- Ability to troubleshoot stage equipment problems
- Ability to use necessary equipment or tools
- Ability to provide instruction and demonstrate techniques

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk, stand, and use the hands to handle, finger, or feel objects, tools, or controls. The employee may occasionally exert, carry or lift up to 30 pounds. Successful performance requires specific vision abilities that include close vision to focus on a computer screen for extended periods.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is typically performed at the Byrnes Performing Arts Center. The employee is typically required to lift and move heavy and awkward objects up to 30 pounds; work at heights from air lift and catwalk; crouch, crawl, bend or kneel to fix lighting equipment; be exposed to high intensity heat.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

June 2018