

## **MASTER CARPENTER/STAGE MANAGER**

### **DEFINITION**

Under general supervision, plans, organizes, coordinates, and provides oversight for the technical theater support operations at the Performing Arts Center and for other on- and off-campus special events; coordinates technical theater support operations, including audio, lighting, and stage carpentry and stage management; performs preventative maintenance and repair of equipment and facilities; coordinates assigned activities with other departments, divisions, clients, and community groups; provides technical and specialized assistance to the Director, Technical Services.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director, Technical Services. Exercises technical and functional direction over and provides training to part-time technical support staff and student workers.

### **CLASS CHARACTERISTICS**

This classification has coordination and/or day-to-day operational responsibilities. Incumbents are responsible for overseeing, coordinating, and participating in technical theater support operations to ensure that the Performing Arts Center technical theater services and activities, as well as, other on- and off-campus special events are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include inspecting, planning, scheduling, and directing technical theater operations and services in a timely manner and performing a wide variety of tasks in the operations and activities of the Performing Arts Center. This class is distinguished from the Director, Technical Services in that the latter oversees the entire department, including programming and administration of the Performing Arts Center and has ultimate responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in its operations.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Assists clients and user groups in the load-in, assembly, and striking of sets, scenery, costume racks, shipping cases, and other materials.
2. Assists clients and user groups with stage scenery during shows; executes scene changes; sets hand props; places set pieces; sets appropriate weights and operates the counterweight rigging and hemp spot lines for raising and lowering drops, curtains, or scenery.
3. Supervises and assists with set and stage construction and management.
4. Oversees, coordinates, and participates in the day-to-day operations of the technical theater support at the Performing Arts Center and for other on-campus special events; determines set, design, equipment, lighting, and sound needs for productions; plans and supervises use of stage lights, scenery, audio, and other equipment.

5. Plans, schedules, prioritizes, and assigns technical theater support work; communicates status of activities and services to appropriate personnel, working cooperatively to schedule activities and services in accordance with established and special operational priorities; participates in performing the most complex and specialized technical theater support work; troubleshoots advanced technical systems throughout the Technical Services Department, including lighting, audio, video, and data systems and protocols.
6. Provides technical and functional direction to assigned technical theater support staff; assists in the recruitment and selection of staff and provides recommendations; trains employees in work methods, use of equipment and systems, and relevant safety precautions; prepares weekly and daily schedules; reviews, controls, and evaluates quality of work of assigned staff.
7. Develops and reviews plans and procedures to ensure safety of audiences, theater production participants, and student workers; inspects equipment and facilities for safety.
8. Acts as house technical representative to clients, community groups, departments, and others concerning questions, problems, concerns, and activities in the provision of technical theater operations and services; gives tours to potential renters; collects payments from renters; orients facility renters to technical characteristics and other areas of facility operations; obtains general show requirements at inception.
9. Operates and maintains a variety of technical equipment, including stage lighting and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight systems, stage draperies, and scenery.
10. Schedules the use of performing arts facilities and maintains the production calendar.
11. Attends technical rehearsals in order to oversee and assist in the technical aspects of the show.
12. Assists with the preparation and control of production budgets; estimates costs of supplies and materials; obtains quotes from vendors; orders supplies and materials for projects and activities; maintains records of purchase orders; acts as a liaison with vendors; coordinates insurance requirements for rented equipment; assists in developing budget figures for specified areas; monitors expenditures.
13. Monitors and evaluates the effectiveness of the technical theater operations, activities, and community events and recommends improvements or modifications.
14. Assists customers in person and over the telephone; responds to complaints and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries, concerns, and complaints from public to ensure an expedient and satisfactory resolution.
15. Monitors use of the Performing Arts Center by user groups to ensure a safe environment; assists in enforcing established rules of facility use and participant conduct.
16. Coordinates the activities of the Theater technical staff with Box Office and Front of House staff.
17. Schedules and performs preventative maintenance of tools, equipment, and facilities needed for successful stage productions, as well as, other functions and programs under technical services, such as carpentry tools, painting equipment, control panels, sound equipment, lighting facilities, remote video production equipment, public

address system, intercommunication system, temporary scenery walls, special curtains, and props.

18. Coordinates with maintenance personnel or contractors providing janitorial, facilities, landscape, HVAC, and other related maintenance services.
19. Designs, builds, and fabricates items for use in the Performing Arts Center and the Technical Services Department.
20. Provides technical design, installation, support, and maintenance for technical services to other spaces serviced by the department such as the Planetarium, Stadium, Design Technology Center, Student Services, and Founders Hall.
21. Stays abreast of new trends and innovations in the technical theater operations and services; researches emerging products and enhancements and their applicability to District needs; makes recommendations considering budget, installation, training, and operational perspectives.
22. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
23. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
24. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
25. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
26. Prepares and delivers oral presentations related to assigned areas as required.
27. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
28. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Advanced fundamentals of theater, especially directing stagecraft and stage operation, including lighting, sound, rigging, and set construction.
3. Stage-set design, floor plans, elevations, and set construction and fabrication.
4. Principles, practices, methods, techniques, procedures, and service delivery needs related to technical theater operations and services.
5. Operation and maintenance of technical equipment, including stage lighting, and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight system, stage draperies, and scenery.
6. Occupational hazards and safety equipment and practices related to the work such as pertinent fire regulations and other safety codes.
7. Basic principles of employee supervision and training.
8. Applicable federal, state, and local laws, regulations, codes, and guidelines related to the program area and facilities to which assigned.

9. Basic principles and practices of program administration, including basic budgeting, and purchasing.
10. Principles and practices of basic public relations techniques.
11. Principles and procedures of recordkeeping and report preparation.
12. Business arithmetic and basic statistical techniques.
13. Proper storage and care of equipment and tools.
14. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications.
15. English usage, spelling, vocabulary, grammar, and punctuation.
16. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and faculty and other staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

**Skills & Abilities to:**

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Plan, oversee, coordinate, review, and evaluate technical theater operations and activities.
5. Plan, schedule, assign, and oversee activities of assigned staff.
6. Inspect the work of others and maintain established quality control standards.
7. Train others in proper and safe work procedures.
8. Identify and implement effective course of action to complete assigned work.
9. Plan and prepare technical theater activity schedules, staffing schedules, reports, and other related program materials.
10. Operate a variety of technical theater equipment in safe and effective manner.
11. Perform skilled stage carpentry, scenic design, lighting design, and/or audio design.
12. Evaluate the need for preventative and corrective maintenance on a wide variety of facility systems and equipment.
13. Read and understand contracts, technical riders, advance sheets, light plots, set drawings, and ground plans.
14. Analyze and evaluate production needs and work with production groups in the development of technical requirements.
15. Understand the organization and operation of a theater necessary to assume assigned responsibilities.
16. Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations.
17. Observe safe work methods and makes appropriate use of related safety equipment as required.
18. Maintain facilities and equipment in a clean, safe, and secure manner.
19. Make accurate business arithmetic and statistical computations.

20. Maintain accurate logs, records, and basic written records of work performed.
21. Follow department policies and procedures related to assigned duties.
22. Operate modern office equipment including computer equipment and software.
23. Organize own work, set priorities, and meet critical time deadlines.
24. Use English effectively to communicate in person, over the telephone, and in writing.
25. Understand scope of authority in making independent decisions.
26. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
27. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

1. Equivalent to an Associate's degree from a regionally accredited college in drama, stagecraft, or a related field; and
2. Five (5) years of progressively responsible experience in a technical theater production environment with specialized skills in either lighting, sound, and/or stage craft or operation.

**Desirable Qualifications:**

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

**Licenses and Certifications:**

1. The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.
2. Depending on assignment may be required to possess:
  - a. OSHA Forklift Operator certification.
  - b. OSHA Scissor Lift Operator certificate.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or theater facility setting and use standard office and/or theater equipment, including a computer; vision to read printed

materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate theater equipment, as well as objects, tools, or controls. Incumbents in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in theater activities; work at heights requiring the use of fall protection equipment, and push and pull drawers open and closed to retrieve equipment and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in a theatrical environment and are occasionally exposed to high noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and heights, sometimes requiring the use of fall protection equipment. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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