



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 962.2

Job Title: **STAGEHAND**

Pay Grade: 12

GENERAL SUMMARY:

Provides a wide variety of technical and artistic assistance with performances and theatrical productions in areas such as lighting, sound and scenery. Maintains the upkeep and working condition of the venue.

RESPONSIBILITIES:

- Arranges and operates theatrical systems, equipment and components such as lighting, electrical, rigging, staging, scenery, communications, curtains and sound to ensure quality productions. Provides artistic and technical support and expertise in producing shows.
- Consults with producers on utilizing all aspects of the facility, procedures, equipment, requirements, set-ups, etc. Assists producers during shows to accommodate their needs (i.e., seating, orchestra pits, curtains, dressing rooms).
- Maintains, replaces and repairs stage equipment and components such as lights, ropes, wire cables, sound cables, microphones, speakers and the stage floor. Checks facility and equipment for possible hazards to the public and those utilizing the venue.
- Designs, records and edits cues for lighting effects. Collaborates with producers to achieve desired lighting effects through the use, placement, intensity and color of lighting. Operates lighting console during performances.
- Enhances sound through the determination of sound requirements for the performance and by selection and placement of sound equipment such as microphones, speakers, amplifiers, tuners, receivers, cables and sound consoles. Explains microphone placement and use to performers.
- Sets up and tests sound equipment for continued operation. Disassembles sound system upon completion of performance. Maintains inventory of sound equipment and parts. May operate the sound console during performances to amplify, mix and maintain correct sound levels.
- Oversees the hanging of scenery on the counter weight fly system. During rehearsals and performances, executes cues by operating lines on the fly rail for the movement of flying scenery which must be precisely coordinated with moving deck pieces in order to protect performers and stage personnel.
- Assists production staff with the use of equipment in the creation and construction of scenery.
- Assists in unloading and loading equipment to and from trucks to be used for performances.
- Performs other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

One year of experience in stage production is required.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:**Direct Supervision:**

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:**Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Stagehand or Sound Technician
Stage Supervisor
Stage Manager

Effective: October 1990

Revised: October 2006