



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 962.4

Job Title: **STAGE SUPERVISOR**

Pay Grade: 15

### **GENERAL SUMMARY:**

Supervises employees and 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:**

- Supervises employees and monitors work crews for theatrical productions. Prepares work schedules, tracks employee time for billing purposes and evaluates employee performance.
- 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.
- 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.
- Assists with 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 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:**

Two years of experience in stage production are required.

**COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

**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:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

**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 is physically comfortable; the individual has discretion about walking, standing, etc.

**WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

**PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

**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: July 2006*