



## **JOB DESCRIPTION: STAGE SUPERVISOR**

REV: 12/2023

**Job Title:** Stage Supervisor

**Reports to:** Technical Director

**Department:** Production/Carpentry

**FLSA Classification:** Seasonal Full-Time Non-Exempt or Temporary Full-Time Non-Exempt

**Rate:** \$18.00 per hour (based on experience), time and a half over 40

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are strongly encouraged to apply.

*Please be advised that the current representation for this position is under IASTE Local 84. The benefits outlined will apply until a formal agreement is reached between IA and Goodspeed. It's important to note that these benefits may be subject to adjustments based on the outcome of ongoing negotiations. Do not need to be union to apply.*

**General Statement of Job Function:** The Stage Supervisor is responsible for the operation of all scenic moves, coordinating with the scene shop on any maintenance and repair needs during performances and rehearsals. The Stage Supervisor supervises and trains a crew of Stagehands in safe stage operation practices. Additionally, they lend support to the carpentry scene shop in the implementation, load-in and strike of all scenic elements.

### **Principle Duties and Responsibilities:**

- Supervise and train Stagehands on safe and appropriate operation of all scenic moves during rehearsals and performances.
- Supervise and train Stagehands in proper rigging, carpentry, and stage operation techniques.
- Foster and lead crews to working in a safe, respectful and collaborative environment.
- Work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge.
- Complete all assigned scenic moves in a safe, accurate, and timely manner during rehearsals and performances.
- Attend and participate in all rehearsals, notes, crew calls, and performances as assigned.
- Assist in coordinating the shifting and storing all scenic and properties elements.

- Assist with updating/documenting shift paperwork.
- With Stagehands, maintain the physical quality and safe operation of all scenic elements for each production.
- Complete daily/weekly inspections of all rigging and motorized scenic elements.
- Email reports to the TD and Assistant Technical Director (ATD) that includes notification of highlights, things of interest, and when additional shop support is needed to maintain and/or repair damaged scenic elements or production equipment.
- Assist in the load-in, strike, and any notes for scenic elements.
- Maintain a stock and inventory of hardware, tools, cleaning supplies, and rigging supplies for theatre space.
- Utilizing the provided Safety Data Sheets, practice safe and appropriate use of common chemical based products found in a scene shop including, but not limited to: solvents, fillers, paints, adhesives, epoxies, etc.
- Set the schedule for all crew members with input from Stage Management.

**Other Duties and Responsibilities:**

- Provide assistance to other departments during the run of a production including, but not limited to, prop and costume handoffs.
- Assist in the construction of scenic elements in the scene shop.
- Assist in the moving of scenery around the Goodspeed campus.
- Maintain a clean and safe workspace.
- Other duties as assigned.

**Required Qualifications & Skills:** Experience in technical theatre; Strong Supervisory Skills; Strong knowledge of current rigging, carpentry, motion control, and stagecraft techniques; Ability to work comfortably at elevations of up to 30 feet; Strong knowledge and experience with basic hand and power tools; Ability to troubleshoot problems in a safe, efficient, and calm manner under pressure; Ability to work safely and effectively in a collaborative environment with a wide variety of coworkers at varying levels of skill and knowledge; Ability to repeatedly climb four flights of stairs while carrying 40 pounds; Ability to work long hours and stand for to 4-6 hours during tech rehearsal, show run and all performances; Available nights, weekends, and the occasional holiday.

**Preferred Qualifications & Skills:** Valid driver's license with safe driving record; Comfortable driving up to a 26' Box Truck