

Class Title: Stage Production Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Manages planning and technical requirements related to events at Scope and Chrysler Hall. Monitors production equipment for civic facilities. Supervises personnel, provides technical assistance, and performs other duties as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages operations by recommending staging and production repair and upkeep, repairing equipment, developing and monitoring the budget, and maintaining inventory of equipment and supplies.
2	S	Supervises personnel by ensuring proper staffing, directing and coordinating their activities, training and monitoring business practices, emergency evacuation procedures, and safety and security.
3	S	Provides technical assistance by serving as a technical liaison, training personnel on the computer and telephone systems, answering questions, and administrating the installation and maintenance of the telephone system.
4	S	Performs other duties by serving on City committees and providing assistance with projects as needed.

CSC Adopted: October 2001, CSC Revised: _____

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience in production and management.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read contracts, directions, technical manuals, journals, reports, and blueprints.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, correspondence, memorandums, contracts, and employee evaluations.
Managerial	Managerial responsibilities include estimating equipment needs, and coordinating budgets and schedules.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: **October 2001**, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Supervision of personnel, taking inventory, setting up stage equipment
Sitting	O	Computer, desk work, driving, operating equipment, meetings
Walking	F	To/from departments, to/from meetings and office equipment
Lifting	F	Stage equipment
Carrying	F	Stage equipment
Pushing/Pulling	O	Stage equipment
Reaching	F	Stage equipment
Handling	F	Stage equipment
Fine Dexterity	F	Computer keyboard, telephone keypad, writing, repairing equipment
Kneeling	O	Repairing equipment, inventory, setting up stage equipment
Crouching	O	Repairing equipment, inventory, setting up stage equipment
Crawling	O	Repairing equipment, inventory, setting up stage equipment
Bending	F	Repairing equipment, inventory, setting up stage equipment
Twisting	O	Repairing equipment, inventory, setting up stage equipment
Climbing	F	Rigging
Balancing	O	On equipment
Vision	C	Supervision of personnel, setting up and repairing equipment, computer, driving
Hearing	C	Staff, supervisor, telephone, meetings
Talking	F	Staff, supervisor, telephone, meetings
Foot Controls	O	Driving, operating equipment
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Fork lifts, genie lifts, power tools, sound board, light board, speakers, fly system, stage equipment, computer, Standard Microsoft Windows and Office software, CAD, telephone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	--
Chemical Hazards	D	Extreme Temperatures	N	Warehouse	--
Electrical Hazards	D	Noise and Vibration	D	Shop	--
Fire Hazards	D	Fumes and Odors	W	Vehicle	--
Explosives	M	Wetness/Humidity	M	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	W	Other (see 2 below)	X
Physical Danger or Abuse	N				
Other (see 1 below)	N				

- (1)
- (2) Theatre, Arena

PROTECTIVE EQUIPMENT REQUIRED:

Ear plugs, rigging harness

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)