

## Classification description



**Title:** Assistant Director of Production  
**Classification Title:** Stage Supervisor  
**Job Code:** 1320  
**Pay Range:** 537  
**FLSA Status:** Exempt – Executive/Supervisory

**Employee Group:** Non-represented  
**Established:**  
**Revised:** May 2007; Jan. 13, 2020  
**EEO Category:** Officials and Administrators

### DESCRIPTION

Supervise and coordinate the work of staff involved in the production of theatrical shows and events. Assist in the implementation of policies, procedures, programs and services to ensure effective utilization of resources and regulatory compliance.

### DUTIES AND RESPONSIBILITIES

1. Supervises, coordinates and reviews the work of staff involved in all aspects of stage installation, performances and load outs.
2. Supervises and coordinates services specific to facility assignment, such as event parking, or stage door operations.
3. Collaborates and coordinates projects with clients, promoters, exhibitors, vendors and contractors.
4. Coordinates and oversees the work of contractors and vendors involved in the production of shows and events.
5. Coordinates activities with other departments, ensures services are appropriate and performed in an efficient and timely manner.
6. Plans and schedules necessary equipment; ensures all stage equipment is in good working condition; contracts maintenance and repair services of equipment.
7. Reviews, verifies and approves event settlement information; uses event management systems to coordinate event information with other functions.
8. Assists in the development and implementation of policies, practices and procedures.
9. Ensures practices, policies and priorities of assigned projects and functions are followed; assists with monitoring and evaluating processes, methods and procedures.
10. Ensures work is performed in compliance with codes, ordinances, regulations, and other requirements, including but not limited to, Leadership in Environmental and Energy Design Certification (LEED), and OSHA.
11. Maintains and manages inventory of stage related equipment, materials and supplies.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust

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- Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
  4. Perform other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Experience**

- A minimum of five (5) years of experience in theatrical or concert productions, and
- A minimum of three (3) years of supervisory or lead experience, and
- A High School Diploma or GED, or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

#### **Knowledge, Skills and Abilities**

- Expert knowledge in the operation and handling of theater equipment and stage facilities
- Pertinent Federal, State and local laws, codes and regulations that affect and impact the department
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Analyze information and use logic to resolve issues and problems
- Read and interpret schematics, drawings and blueprints
- Manage staff and resources in an effective and efficient manner
- Establish and maintain cooperative working relationships with all persons contacted in the course of work
- Communicate clearly and concisely, both orally and in writing
- Prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate

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### **SUPERVISION RECEIVED**

This position is supervised by the Director of Events Services

### **SUPERVISION EXERCISED**

This position functions primarily as a first-line supervisor, ensuring subordinate staff have clear work direction and guidance. The incumbent is responsible to carry out the full spectrum of supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**

Standard office equipment is used.

### **WORK ENVIRONMENT**

Work nights, weekends and holidays. Continuously required to hear and/or respond to verbal/audio cues; see and/or respond to visual cues. Frequently required sit for extended periods of time; perform repetitive motions of hands and wrist; lift, push, pull and/or carry objects up to 10 pounds; read computer screens or other monitors. Occasionally required to stand and/or walk for extended periods of time; lift, push, pull and/or carry objects up to 50 pounds; exposed to fumes or airborne particles; work near or around moving mechanical parts; work near or around electricity. Rarely required to reach with hands and arms; climb, stoop, kneel, crouch or crawl; twist and/or bend; lift, push, pull and/or carry objects up to 100 pounds; exposed to vibration.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*