



## Stagehand

**Department:** 1107

**FLSA Status:** Non-Exempt

**Work Schedule:**

Variable hours dependent on scheduled events

**Job Status:** as needed

**Reports To:** Director of Theaters & Guest Services

**Travel Required:** None

**Positions Supervised:** None

### POSITION SUMMARY

Set up, Strike and work events throughout The Clay Center and its surrounding grounds. These spaces shall include but are not limited to The Walker Theatre, Grand Lobby and MFPH. The set ups may include stages, stairs, tables and chairs. Audio equipment may include speakers, sound consoles, microphones and stands. Video equipment may include screens, projectors, video players and computers. Lighting equipment will include the hanging, circuiting and focusing of different lighting fixtures, as well as follow spots and truss lighting.

### ESSENTIAL FUNCTIONS

#### Essential Functions Statement(s)

- Perform minor repairs and routine cleaning of various technical stage production equipment.
- Notify supervisor when major equipment repairs are needed.
- Reserve audiovisual equipment and facilities such as meeting rooms.
- Control the lights and sound of events including but not limited to live concerts, before and after performances, and during intermissions.
- Construct and position properties, sets, lighting equipment, and other related technical stage production equipment.
- All other duties as assigned by supervisor.

### POSITION QUALIFICATIONS

#### Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Project Management - Ability to organize and direct a project to completion.

- Safety Awareness - Ability to identify and correct conditions that affect employee and visitor safety.

**SKILLS & ABILITIES**

**Education :** High School Graduate or General Education Degree (GED)

**Experience :** Six months to one year related experience.

**Other Requirements :** Knowledge of carpentry, rigging, or theatrical set construction preferred.

**PHYSICAL DEMANDS**

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**Physical Demands**

		<b>Lift/Carry</b>	
Stand	O	10 lbs or less	O
Walk	O	11-20 lbs	O
Sit	O	21-50 lbs	O
Manually Manipulate	O	51-100 lbs	O
Grasp	O	Over 100 lbs	N
Reach Outward	O		
Reach Above Shoulder	O		
Speak	O	<b>Push/Pull</b>	
Climb	O	12 lbs or less	O
Crawl	O	13-25 lbs	O
Squat or Kneel	O	26-40 lbs	O
Bend	O	41-100 lbs	O

**Other Physical Requirements**

Ability to work efficiently in high narrow spaces (i.e. catwalks, ladders, and man lifts)

**WORK ENVIRONMENT**

INDOORS AND OUTDOORS

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.