

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Senior Stagehand	Job Family: 4
General Classification: Frontline	Job Grade: 3

Definition: To perform technical tasks and support in the Production area of the Center for the Performing Arts; and to provide technical assistance to the Performing Arts Supervisor and Performing Arts Assistant as needed.

Distinguishing Characteristics: Receives direction from the Performing Arts Supervisor—Production. May assist in supervision of assigned hourly production crew ensuring safe use of equipment and the venue.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Acts as on-site liaison between building users and hourly stage crew.
2. Oversees the use of the facility ensuring clients, performers, and other users adhere to the established policies and follow proper safety procedures.
3. Responds to questions and concerns from clients related to the production area of assignment; provides customer service and resolves requests from clients.
4. Monitors the use of equipment, including lighting, sound, and rigging, to ensure proper use and provide diagnostic expertise and repair as needed.
5. Supervises and assists with training hourly stage crew.
6. Provides on-site production and stage management expertise for users with varying levels of theatrical skills.
7. Complies with and ensures compliance with all organizational policies and procedures and all industry, local, and departmental safety rules and regulations.
8. Monitors, maintains, and advises on inventories, technical systems, and facility and technical storage.
9. Performs other duties as assigned.

Minimum Qualifications:

Knowledge of: Standard theatrical equipment; counterweight fly system, including use of counterweight systems and their safe operation and maintenance; computerized stage

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lighting control; audio/visual equipment; production standards of a wide variety of performance genres, including dance, theater, and music; and standard theatrical construction techniques, including flats, platforms, and wagons.

Ability to: Evaluate safety of scenery as it moves into the building; ensure safe technical operations of all systems while in the building; quickly ascertain the technical needs of clients as well as the extent of their production background and adjust working methods accordingly; ability to work as a crew member or as a supervisor for hourly crew as needed and move easily from one role to the other; establish and maintain effective working relationships with those contacted in the course of work, including resident companies and outside vendors; resolve sensitive and difficult situations diplomatically; model and promote a respectful and professional work environment and culture; understand and execute Center policies and procedures; work independently with minimal supervision; work a flexible schedule, including evenings and weekends

Experience and Training Guidelines: Combination of relevant experience, education and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Training and experience equivalent to completion of the 12th grade and two years of technical theater experience in all areas listed above in a heavily scheduled, multi-use performing arts center. College coursework or a bachelor's degree in theatre and one year of experience lead or supervisory experience is highly desirable.

Required Licenses or Certificates: Possession of a valid California Class C driver's license.

Working Conditions: Will be required to work an irregular schedule, including nights and weekend hours as assigned. Holiday work is occasionally required.

Established: October 9, 2001

Revised: September 12, 2024

HRD/CLASS SPECS
Senior Stagehand