

Job Family	Performing Arts	Job Summary	Involves administrative and production aspects of the performing arts, including: performing arts management, administration, and scheduling when the skills require specific knowledge of the performing arts field; facilitating production requirements, such as theatrical productions and film and video presentations; theater management, construction, installation and maintenance of elements in a variety of theatrical craft and arts areas including direction, technical support, stage crews, lighting, sound, scenery, rigging, props, projection, multi-media, wardrobe, hair and make-up, and artist hospitality. (For positions requiring professional performance training and expertise, see Performance job family.)
Job Function	Performing Arts Prod and Admin		
Category	<b>Supervisory &amp; Management</b>		
Job Level	Supervisor 1	Supervisor 2	
Job Title	Theatrical Production Supervisor 1	Theatrical Production Supervisor 2	
Job Code	6140	6141	
Tracking Code	A0545	A0548	
Personnel Program	PSS	PSS	
FLSA	Non-Exempt	Exempt	
Generic Scope	Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.	Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives.	
Custom Scope	Responsible for supervision and training of staff and students associated with a specific technical aspect of theater productions. May include responsibility for maintenance of theater venues, shops, and storage facilities, including facilities and stage equipment, tools and materials, and developing and implementing operational procedures for all users within the facilities.	Responsible for all activities associated with multiple / comprehensive technical aspects of theater productions, including procedures, personnel administration, and administering / monitoring budgetary expenditures consistent with budgetary allocations, and training of staff / students. May be responsible for maintenance of theater venues, shops, and storage, including facilities and stage equipment, tools and materials, and establishing and ensuring implementation of operational procedures for all users within the facilities.	
Key Resp 01	Supervises and trains subordinate staff and students in fabrication and installation of theatrical production elements from design and design specifications provided by theatrical designers in a specific production area(s) such as lights, sound, video, costumes, hair / make-up, properties, scenery, scenic treatment, etc., from design and design specification provided by theatrical designers.	Supervises subordinate staff in execution, construction, and installation of theatrical production elements in multiple production areas (lights, sound, video, costumes, hair / make-up, properties, scenery, scenic treatment, etc.) from design and design specification provided by theatrical designers.	
Key Resp 02	Trains / supervises students in laboratory settings associated with theatrical production; may evaluate students in laboratory work.	Trains / supervises students in laboratory setting associated with theatrical production; may evaluate students in laboratory work.	
Key Resp 03	Responsibilities may include the following: Determines construction techniques and details of construction / installation and creating construction drawings, patterns, jigs, and samples. May attend technical / dress rehearsals and consult with directors / designers regarding notes,	Responsibilities may include the following: Determines construction techniques and details of construction / installation. Attends technical / dress rehearsals and consult with directors / designers regarding notes, changes, and / or additions. Administers budgets for areas of supervision,	

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	changes, and / or additions. Administers storage and disposal of theatrical production elements. Monitors budgets for limited area of supervision, ensuring that expenditures are within agreed upon budgetary limits. Maintains shop facilities and equipment and coordinates with senior managers regarding theater facilities and property maintenance. Identifies equipment needs; coordinates repairs; may participate in planning of major alterations of existing facilities or development of new facilities.	ensuring that expenditures are within agreed upon budgetary limits. Maintains shop facilities and equipment and coordinates with senior managers regarding theater facilities and property maintenance. Recommends and approves expenditures for equipment; advises on planning of major alterations of existing facilities or development of new facilities.	
Key Resp 04	Identifies staffing requirements; identifies / resolves work flow problems; recruits, selects, trains, assigns work and schedules; conducts performance reviews, resolves personnel problems and takes corrective action in accordance with applicable policies, procedures and collective bargaining agreements; recommends merit increases, salary adjustments, and classification reviews.	Analyzes and proposes staffing requirements; identifies / resolves work flow problems; recruits, trains, assigns work and schedules; conducts performance reviews, resolves personnel problems and takes corrective action in accordance with applicable policies, procedures and collective bargaining agreements; recommends merit increases, salary adjustments, and classification reviews.	
Key Resp 05	Supervises / trains users (staff and / or students) in safe, proper practices of theatrical construction and installation and in safe use, proper handling, and maintenance of all machinery, power and hand tools, and other shop and theater equipment in accordance with federal, state, OSHA, and Cal OSHA guidelines and regulations.	Establishes procedures and supervises / trains users (staff and students) in safe, proper practices of theatrical construction and installation and in safe use, proper handling, and maintenance of all machinery, power and hand tools, and other shop and theater equipment. Ensures professional and safe general shop conditions and operations, including fulfilling reporting and record-keeping requirements and all applicable rules / regulations including federal, state, OSHA and Cal OSHA guidelines and regulations.	
Key Resp 06	May work with designers and directors regarding efficiency or economy of theater property construction, installation, and operation of theatrical production elements.	Advises on all problems associated with multiple aspects of production operations.	
Key Resp 07	May research new materials and techniques to fulfill designer concepts.	Researches new materials and techniques to fulfill designer concepts.	
Key Resp 08	Oversees borrowing / rental of theatrical production elements.	Coordinates borrowing / rental of theatrical production elements.	
Key Resp 09	Attends department staff and production meetings.	Attends all department staff and production meetings.	
Key Resp 10		Advises managers regarding program planning, facility planning, and curricular development; serves on department committees.	
Key Resp 11		Consults with and suggests changes to designers and directors regarding efficiency or economy of construction, installation, and operation of theatrical production elements.	
Key Resp 12			
Key Resp 13			
Key Resp 14			

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Key Resp 15		
Education 1	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.
Education 2		
Education 3		
Education 4		
License 1		
License 2		
License 3		
License 4		
Cert 1		
Cert 2		
Cert 3		
Cert 4		
Spec Cond 1		
Spec Cond 2		
Spec Cond 3		
Spec Cond 4		
KSA 01	Mastery level knowledge of technical aspects of at least one production area such as lighting, sound, video, costumes, hair / make-up, properties, scenery, scenic treatment, etc.	Mastery level knowledge in multiple technical theater production areas such as lighting, sound, video, costumes, hair / make-up, properties, scenery, scenic treatment, etc.
KSA 02	Good working knowledge of the University and collective bargaining policies, practices, rules, regulations, etc., including safety rules and regulations.	Strong working knowledge of University and collective bargaining policies, practices, rules, regulations, etc., including safety rules and regulations.
KSA 03	Good knowledge / skills in financial and personnel administration.	Strong knowledge / skills in all aspects of financial and personnel administration.
KSA 04	Good verbal and interpersonal communication skills to communicate complex instructions and information to disparate constituencies.	Strong verbal and interpersonal communication skills to communicate complex instructions and information to disparate constituencies.
KSA 05	Good problem recognition / avoidance / resolution skills.	Strong problem recognition / avoidance / resolution skills.
KSA 06		
KSA 07		
KSA 08		
KSA 09		
KSA 10		

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KSA 11		
KSA 12		
KSA 13		
KSA 14		
KSA 15		
Environment	Theater, office and various outside venues.	Theater, office and various outside venues.
Career Path 1	Theatrical Production Supv 2	Performing Arts Mgr 1
Career Path 2		
Career Path 3		
Career Path 4		
Career Path 5		
Career Path 6		