

TITLE: <u>Scene Shop Supervisor</u>	SALARY SCHEDULE: <u> A </u>	CLASS CODE: <u> SA558 </u>
UNION: <u>Staff Association, Local 2071, U.A.W.</u>	SALARY GRADE: <u> 11 </u>	EEO CODE: <u> 50 </u>
	FLSA: <u> Non-Exempt </u>	E-CLASS: <u> SA </u>

POSITION PURPOSE

Assist students working in the scene shop in safely building theatrical scenery and properties, and transporting and assembling scenery through the various theatres. Specialized knowledge of tools and machinery is needed to operate, maintain, and instruct students in the safe use of scene shop equipment; supervise construction techniques in scenic carpentry, welding, styrofoam and plastics and other construction materials; maintain safety precautions; and provide guidance in stage rigging, fly systems, tracking of stage wagons and turntables, scenic fabrics and stage curtains, special effects, etc.

ESSENTIAL JOB FUNCTIONS

- Oversee and instruct students in the safe operation of scene shop tools and equipment. Demonstrate proper use of large saws, drills and sanders; portable power saws and tools; paint equipment; and hand tools. Provide guidance and safety training as students use equipment. Perform highly skilled operations on equipment when students do not have the appropriate skill level.
- Maintain the scene shop and equipment. Ensure students handle tools and equipment properly and students follow appropriate clean-up procedures; make necessary adjustments and repairs to tools and equipment; ensure appropriate debris is removed regularly from work and floor surfaces.
- Oversee scene shop usage. Order and maintain inventory of fastening supplies and often used materials; ensure tools and equipment are in proper working order and ready to use. Enforce safety and other shop rules; and monitor student usage of tools and equipment.
- Assist in supervising and guiding students in the load-in, rigging and shifting of scenery at all theatres. Work with undergraduate and graduate students in the safe handling of scenery, proper rigging with fly systems, and joining scenic units. Provide guidance to students on shifting practices, professional approaches and appropriate participation.
- Discuss project feasibility with student technical directors; assist students in conceptualizing project ideas, encourage student initiative and creativity with materials, equipment, and designs. Provide advice and suggestions as needed.
- Assist faculty in construction of intricate projects, i.e., scenic, properties, or special effects. Provide work-leadership and guidance to students in advanced construction techniques; answer questions and resolve problems as needed.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to oversee the safe operation of and supervise student activities in the scenic studio. Work activities involve overseeing and assisting in loading in the scenery to the respective theatres and guiding students on safe rigging, attaching, and moving of scenery. Incumbents are expected to have a strong knowledge of theatrical staging practices; possess strong scenic and property construction skills; and have an ability to communicate effectively with students and colleagues. Specialized knowledge of a variety of tools and machinery is needed to operate, maintain and instruct students on the safe use of scene shop equipment. Incumbents have latitude in determining which procedure or technique to follow. Work activities require incumbents to use moderate physical effort consistent with frequent use of moderate to heavy construction materials as well as being able to move relatively heavy scenic units. This classification is typically found in the School of Fine, Performing and Communication Arts and reports to and receives work direction from an academic professional position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or appropriate theatrical experience. Bachelor's degree in Fine Arts preferred.
- Reasonable experience working in a theatrical scene shop.
- Strong knowledge of theatrical construction techniques, theatrical stage practices, and safe stage rigging. Ability to work in all theatrical materials: wood, metal, plastics, fabric, etc.
- Ability to operate and maintain scene shop equipment and tools, such as stationary saws, welders, sanders and drills; portable power tools; and hand tools.
- Ability to communicate effectively with others, particularly emphasizing the learning of safety precautions and safe operation of power tools.
- Some understanding and experience with personal computer and specialized design software applications.
- Keen attention to detail, shop management and organization.
- Ability to transport moderate to heavy construction materials and lift and/or move heavy scenic units.
- Ability to access work areas at varying heights and angles from ground level to several stories high.
- Typically, incumbents have had positions in a theatrical scene shop.