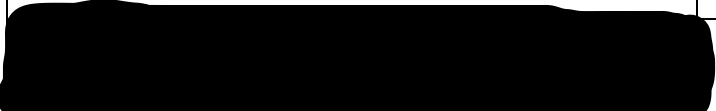




The Southern Academy for the Performing Arts

**SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)
JOB DESCRIPTION & SALARY**

**Senior Stage Technician
SJD-2023-0128-SLA**

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|---|---|
| TITLE: SENIOR STAGE TECHNICIAN | POSITION STATUS: CONTRACT <input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> |
| DEPARTMENT: OPERATIONS | SECTION: STAGE, LIGHTING AND AUDIO SECTION |
| REPORTS TO: TECHNICAL COORDINATOR | SUPERVISES: STAGE TECHNICIAN (8) |
| INCUMBENT:  | LOCATION: SAPA SAN FERNANDO |

PURPOSE

The Senior Stage Technician collaborates with the Technical Coordinator to ascertain the stage needs/requirements for the client’s production. Oversees the running of the stage unit during technical rehearsals, daytime changeovers and show running. Is responsible for the configuration of the stage to meet the requirements of the clients, health and safety standards and requirements. Performs a variety of technical duties in the planning, design, construction, operation and maintenance of theater sets, materials and equipment.

KEY FUNCTIONS

Operational/Technical/Professional:

- Develops a work schedule for the effective operations of the stage equipment.
- Supports the design and construction of set and props according to specification and ensures timely and accurate procurement of same.
- Takes the lead on the operation of show cues during the performances and general duties required for the running of performances and rehearsal.
- Locates backdrops, props, and other materials to meet the needs of productions and events; confers with vendors and outside agencies regarding costs of purchasing, renting or borrowing props and other materials; arranges for the pickup and return of items.
- Assures master calendar production schedules and deadlines are met and are within established budgetary guidelines.
- Maintains inventory of theatre supplies and equipment; confer with site personnel regarding the acquisition of supplies and equipment.
- Supervises Stage Technicians and allocates as appropriate, show cues amongst the stage technician team. Ensures that tracks are fair and appropriate to each team member’s ability.
- Acts as point of technical contact on stage during rehearsal and performance.



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- Operates a variety of office equipment including a computer and assigned software; operate a wide variety of stage equipment, hand, and power tools.
- Ensures all staging requirements of the productions are prepared to an excellent standard and are ready and functioning for rehearsals and performances.
- Maintains a good practice of health and safety in all areas and report any problems to the technical director.
- Provides support in ensuring all under stage and orchestra areas are set as required for the performance.
- Liaises with the orchestra manager regarding the pit set up for each performance.
- Supervises the construction of minor scenic elements relevant to skill level and to oversee minor technical alterations to scenery.
- Supports in maintaining scenery and props to the highest standard possible.
- Executes any other related duties as assigned.

KEY RELATIONSHIPS

Internal: Operations, Administration, Stage Management.

External: Suppliers, Contractors, Patrons, Universities, Students, Performers.

PERSON SPECIFICATION

Education:

- Recognized Certificate in Technical Theatre and Stage Management
- Microsoft Office Suite Certificate
- Education as evidenced by five (5) CXC O'Level passes (English & Mathematics).
- Recognized carpentry or joinery certificate.

Experience:

- At least four (4) years' experience in a similar role, two (2) of which should be at a supervisory level.
- Experience in stage design and operation.
- Experience in a multi-functional venue

JOB COMPETENCIES:

Knowledge & Skills

Knowledge: Stage terminology, Prop development, Health and Safety working practices, Basic power tool operation and carpentry skills, Basic power tool operation and carpentry skills, automation systems, Stage craft and proper stage operations including rigging, sound, lighting, projection, stage management and set construction, Theatre equipment and technical terminology used in theatrical productions, General carpentry, painting, lighting, stage repair, colour schemes and their applications. Proper operation of hand and power tools.

- Leadership
- Business Acumen
- Problem Solving
- Planning and Organising
- Communication (Oral & Written)
- Relationship Management
- Technical and Professional Skills



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KEY ATTRIBUTES:

- Attention to detail, requires being careful and thorough about details, recognizing the impact of decisions.
- Ability to perform a variety of technical duties in the planning, design, construction, operation and maintenance of theatre sets, materials, and equipment.
- Ability to visualize, design and construct production sets.
- Ability to set up and strike down sets.
- Results oriented, requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks.
- Service orientation requires ability to engage and effectively manage customer expectations.
- Ability to interpret and explain draft mechanical drawings and verbal/written instructions to technicians to ensure lighting is established according to the Designer's and/or Director's specifications.
- Demonstrated ability to understand lighting techniques for professional theatre productions, including equipment rigging, focusing, programming and show operation.

WORK ENVIRONMENT

- This job operates in a professional office environment. This role routinely uses standard office equipment.
- Work is regularly performed and or supervised in a combination of office and performance stage environments and is often exposed to light and glare, loud sounds/noises.
- This job operates at irregular hours based on the schedule of the theatre and the incumbent is required to work late and/or work shift, public holidays and weekends based on the theatre.



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