



The Southern Academy for the Performing Arts

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

Stage Technician

SJD-2023-0131-SLA

<b>TITLE:</b> STAGE TECHNICIAN	<b>POSITION STATUS:</b> CONTRACT <input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/>
<b>DEPARTMENT:</b> OPERATIONS	<b>SECTION:</b> STAGE LIGHTING AND AUDIO SECTION
<b>REPORTS TO:</b> SENIOR STAGE TECHNICIAN	<b>SUPERVISES:</b> N/A
<b>INCUMBENT:</b>	<b>LOCATION:</b> SAPA SAN FERNANDO

**PURPOSE**

The Stage Technician is responsible for the preparation, setting up and securing of all technical stage equipment and facilities for the production. Collaborates with other members of the production team to ensure that all technical requirements of the production are met and that safety and service to clients is top priority.

**KEY FUNCTIONS**

**Operational/Technical/Professional:**

- Ensures the Operation and positioning of the following stage mechanical lifting systems for scenery and equipment:
  - o Fire Curtain, Electronic Fly Bar System, Stage Wagons, Flown Acoustic Reflectors, Free Standing Acoustic Reflectors, House Curtain, and an adjustable Proscenium Masking.
- Supports Set Designers, Technical Theatre Technicians in Lighting and Audio in bringing down the fly bars to load on the required sets, lighting, and audio equipment and to adjust the side lighting.
- Builds cues by creating mini programs for the production on the Stage Machinery System Console.
- Installs and removes the Dance Mats for dance productions ensuring all safety and health standards are met.
- Moves in-house furniture and production and other equipment from storage areas for set up on stage, in Lobby, VIP Reception Area and Administrative office.
- Cleans all technical equipment as instructed and in accordance with standard procedures and guidelines.
- Operates Stage Machinery System Console using relevant guidelines and safety procedures.
- Provides support with technical requirements for the production.
- Secures the Auditorium’s theatre stage property.
- Fully archive shows in accordance with relevant standards and procedures.
- Maintains a log of faults and repairs and reports to Senior Stage Technician
- Executes any other related duties as assigned.

**KEY RELATIONSHIPS**

**Internal:** Operations, Administration, Stage Management.

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



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### **PERSON SPECIFICATION**

#### **Education:**

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

#### **Experience:**

- At least three (3) years' experience in a similar role.
- 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, 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, color schemes and their applications. Proper operation of hand and power tools.

- Teamwork
- Problem Solving
- Planning and Organising
- Communication (Oral & Written)
- Customer Service
- Technical and Professional Skills

### **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.

### **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 schedule.