

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: THEATRICAL STAGE CONSTRUCTION SUPERVISOR

Reports To: Designated Supervisor

UW Job Code: 5225

UW Job Family: 61 – Crafts/Trades Supervisory

SOC Code: 27-1027

FLSA: Exempt

Pay Grade: 20

Date: 7-1-04 (revised 2-15-17)

JOB PURPOSE:

Train, supervise and participate in fabricating and assembling props and sets for theatrical productions and/or special events; coordinate the installation, operation and maintenance of scene shop and stage equipment; and provide technical leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Design and construct specialized stage scenery and props, which includes the selection of material, construction method and installation.
- Install, set and/or control rigging, lighting, and other equipment used in theatrical productions.
- Oversee building of sets, furniture, and properties; ensure equipment is used safely.
- Supervise, schedule and train support staff; provide technical leadership to faculty, staff, student and others in stage construction projects.
- Oversee maintenance of the scene shop, equipment and inventory.
- Analyze sketches, blueprints and interpret verbal instructions to determine type of props, materials and equipment needed for theatrical productions.
- Conduct research to determine appropriate architectural and furnishing styles.
- Purchase materials and shop supplies as needed.
- Design stage lighting to achieve dramatic or decorative effects.
- Fabricate, install, and activate equipment to produce special effects such as rain, snow, and explosions during theatrical productions.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.

- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Developing Organizational Talent
- Strategic Planning
- Innovation
- Visionary Leadership
- Technical/Professional Knowledge
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **At least 3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong verbal and written communication skills.
- Excellent interpersonal skills and commitment to customer service.
- Ability to effectively communicate with a wide range of constituencies in a diverse community.
- Ability to supervise and safely train assigned employees.
- Ability to analyze designs, sketches and/or blueprints.
- Ability to organize resources and establish priorities to meet demanding deadlines.
- Strong ability to provide technical leadership for stage construction projects.
- Knowledge of applicable University, Federal and State laws and regulations.
- Knowledge of theatrical and dance production stage set-ups, techniques and methods, including lighting and sound system designs.
- Working knowledge of woodworking, carpentry, hand tools and power tools.

WORKING CONDITIONS:

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- May be required to work an on-call schedule.
- Work is normally performed in a shop, theater and stage environment; exposed to confined spaces and heights associated with lighting rigs and catwalks.
- Regular exposure to noise, fumes, dirt/dust, darkness and poor lighting, mechanical, chemical and electrical hazards, and hazards related to the use of associated equipment and tools.
- Considerable physical effort required; regularly move objects weighing 50 pounds and occasionally move objects up to 100 lbs.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.