

# **JOB OPENING**

## **CITY OF FARMINGTON**

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### **JOB POSITION #14: PRODUCTION STAGE MANAGER**

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**NUMBER OF VACANCIES: 1**

**DEPARTMENT: PR&CA**

**WORK LOCATION: Sandstone Productions**

**HIRING RANGE: \$10.00/hour**

**PAY CLASS: Seasonal**

**DAYS WORKED: Varied**

**HOURS WORKED: Varied**

**TYPE OF POSITION: Seasonal, Part-Time**

**APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled**

**First Review of Applications: Wednesday, March 10, 2010**

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### **JOB DUTIES**

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*Resumes submitted without a City of Farmington application  
will not be considered in our job selection process.*

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#### ESSENTIAL DUTIES:

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Acts as a community contact and representative of the production company which presents performances at the direction of the City of Farmington Office of Cultural Affairs.

Serves as a supervisor of amphitheater personnel and will be responsible for the hiring, scheduling and timekeeping thereof.

Responsible for the oversight and management of cast and back stage personnel.

Works with and through the Costumer in order to help insure the costuming staff has all materials necessary to complete tasks assigned.

Acts as liaison with technical director during rehearsals and performances to insure that all rehearsals and performances operate smoothly.

Oversight and supervision of the stage management of the play; oversight and supervision of all stage managers.

Helps establish a stage management office with appropriate procedures for record keeping, archives, etc.

Keeps appropriate records such as sign in sheets, performance reports, time sheets and any other documentation deem necessary by the City of Farmington and Sandstone Productions.

Coordinates stage management with technical and house staffs.

Maintains the Artistic Director's vision of the production during their run.

Generally works with and for the Artistic Director to complete the assigned tasks as set forth by Artistic Director and the Producer.

Attendance at work is an essential function of this position.

#### NON-ESSENTIAL DUTIES:

Job #14 – Production Stage Manager

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

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## **QUALIFICATIONS**

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This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

**Extensive background checks required.**

A minimum of one (1) year experience in performance art productions preferred.

Experience in coordinating the efforts of large numbers of workers, both paid and volunteer, preferred.

Ability to work a varied work schedule to include evenings and weekends.

Ability to work harmoniously with a wide range of people.

Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.

Ability to operate tools and equipment listed.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile, various power tools or portable radio.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually quiet while in the office and moderate to loud when in the field.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.**