

(PD-863) Stagehand

PD No.:PD-863

POSITION INFORMATION

Internal Team:* SL-Performing Arts Center-122900

Job Code/Employee Classification:* Laborer
Job No: 6223

MPP Job Code:

Position Number: New Position # Request
Position no: SL-00011032

CSU Working Title:* Stagehand

Reports To: Technical Director of the PAC

Campus:* San Luis Obispo

Division:* Administration and Finance

College/Program:* Performing Arts Center

Department:* Performing Arts Center - 122900

FLSA Status:* Non-Exempt

SENSITIVE POSITION

Sensitive Position: Yes No

Job Summary/Basic Function:* This position assists with technical requirements for events in the Center. This involves moving and setting up equipment for events, and any necessary support such as wardrobe, wigs, makeup or props. Duties are performed under the supervision of a Stage Manager or crew leader to ensure proper use of technical equipment and the safety of all involved.

Minimum Qualifications:* Ability to read and write at a level appropriate for the duties of the position; ability to follow verbal and written instructions to ensure safety; ability to perform regular strenuous manual labor; ability to safely move heavy items in excess of 50 pounds.

Required Qualifications:

Ability to follow verbal and written directions/instructions.

Ability to establish effective working relationships and maintain a positive and productive working atmosphere in a group environment.

Demonstrated knowledge and understanding of safety in the work place and ability and willingness to follow safety rules and practices pertaining to backstage theatre work.

Ability to perform complex technical set-ups under stress and within pressing deadlines.

Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Preferred Qualifications: Experience performing moving and set-up tasks for events.

Familiarity with theatrical equipment and materials and experience in at least one technical theatre field or audio-visual, or equivalent.

Special Conditions:

Ability and willingness to perform regular strenuous manual labor which requires physical strength, dexterity and endurance.

Load/Unload trucks; transfer equipment and roadcases to designated locations.

Push/pull/carry/lift and/or shift scenery and equipment around.

Climb ladders and stairs to reach overhead or remote areas.

Load/unload weights of 17 to 50 lbs, occasionally 75 lbs.

Work in potentially adverse conditions, which may include heights, loud noises, large crowds, darkness and/or confined spaces

Must be able to work varying hours including, daytime, evening, and weekend work, and possibly overtime. Part-Time/Intermittent/on call pool, hours to be assigned by the Technical Office.

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Must be able to successfully pass a pre-employment background/fingerprint check.

This position classification has been defined as "Non-exempt" and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:

Mandated Reporter:*

Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA:*

Yes No

Conflict of Interest:*

None

Supervises Employees:*

Yes No

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
90	<p>Load and unload scenery, lighting and sound equipment, assemble stage sets, hang lighting instruments, set up sound equipment.</p> <p>Set up and take down tables and chairs for various activities.</p> <p>Disassemble, store and load out all equipment and materials used in an event.</p> <p>Assist with makeup processes; OR unload, clean and press costumes; OR unload, clean and maintain wigs and hairpieces; OR unload, set up and maintain stage properties.</p> <p>Maintain Security, Safety and OSHA compliance.</p> <p>Complete specified maintenance assignments on facility and equipment. Sweeping and cleaning.</p>	Essential
10	<p>Perform other job-related duties and special projects as assigned.</p> <p>Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</p>	Marginal

USERS AND APPROVALS
