



Job Specification

Job Title: Stage Manager
BCAT Code: 710X BR
Pay Grade: G09

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Handles all aspects of on stage performances, including supervising labor crew, executing and improving upon pre-arranged stage plan to create the highest quality performance possible. Interacts with clients on day of show and completes out post show paperwork in and timely manner.

Examples of Duties

- Supervises on-site crew and client during performances to ensure only the highest quality shows occur on stage.
- Completes post-show paperwork including labor report and show recap as quickly and accurately as possible.
- Assigns and trains casual labor crew members to each show.
- Ensures that all equipment is working properly.
- Meets with Production Manager regularly in regards to show and general needs of theater.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of computer applications and database management.
- Basic knowledge of lightning and sound systems.
- Ability to communicate effectively verbally and in writing.
- Ability to work under stressful situations.
- Ability to work independently, and perform assignments through oral and written instructions, and/or specific policies and procedures.

Minimum GSU Hiring Standards

High school diploma or GED and four years experience in stage work; or combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.