Position Title: Theatre Scenic Supervisor

Department: Theatre

Work Location: Scenic Studio, Neese Theater, Kresge Theater

Hourly Rate: $7.75

Supervisor: Alicia Bailey

Account Number: 01-11148-00000-00000-xxxxx

Do multiple individuals hold this position at one time? Yes

Number of positions available: 2 - 4

Work Schedule

A student in this position can expect to work 6 - 10 hours per week.

The student will work: Monday thru Friday, Saturday

Hours are available during the following times of the day: Monday through Friday 1 pm - 5 pm, Saturday 10 am - 4 pm, some evenings.

Department/Position Overview

Will work in the scene shop in the areas of scenery, lighting, properties, and sound; oversee crew on various projects, take on higher roles in production (ie master electrician, props master, etc.)

Description of Duties and Tasks

- Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- Conform to an established work schedule; reliably work set hours as assigned
- Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- Maintain the confidentiality of departmental/employee/student information
- Run errands on and/or off campus, including campus mail pick-up and delivery
- Perform light cleaning, departmental organization, and upkeep as required
- Work efficiently and accurately without immediate supervision
Required Training and Skills

☑ Ability to communicate in a concise and effective manner, both verbally and in writing
☑ Detail oriented with strong organizational skills
☑ Familiarity with specific computer software, listed here: AutoCAD, WYSIWYG
☑ Familiarity with specific equipment, listed here: major power tools: radial arm saw, table saw, panel saw, compound miter saw, metal cutting band saw, and all hand power tools; wire feed welding equipment; lighting equipment—light board, instrumentation, intelligent lights
☑ Completion of coursework or training, prior experience, and/or specific certifications, listed here: full day safety training required annually

☑ Ability to read and understand technical drawings. Able to process information into realized construction processes
☑ Knowledge of construction processes such that moment by moment actions and individual responsibility work cohesively toward the ultimate goal of a fully realized visual form, as defined by the designer
☑ Understand, complete, and execute assigned tasks without significant supervision. Able to listen well and comprehend assignments with relative ease.

☑ Paint processes and procedures and EPA standards and expectations
☑ Problem solving capabilities
☑ Able to lift 50#
☑ Take initiative
☑ Be self-starter, accept—without question—personal responsibility