



JOB DESCRIPTION

POSITION TITLE: Stage Operations Supervisor

CREATED: March, 2019

SUPERVISOR'S TITLE: Technical Director

FLSA STATUS: Seasonal, Non-Exempt

ABOUT INDIANA REPERTORY THEATRE

The Indiana Repertory Theatre (IRT) was founded in 1972 and is the only theatre in Indiana to belong to the League of Resident Theatres (LORT). The IRT produces nine productions annually across three stages (the OneAmerica Mainstage, the Upperstage, and the Cabaret) and continues to produce work varying from world premieres to classics. The IRT serves audiences of multiple generations including students from pre-school through twelfth grade.

MISSION

Live theatre connects us to meaningful issues in our lives and has the power to shape the human experience. The mission of the Indiana Repertory Theatre is to produce top-quality, professional theatre and related activities, providing experiences that will engage, surprise, challenge, and entertain people throughout their lifetimes, helping us build a vital and vibrant community.

VISION

The Indiana Repertory Theatre will be a life-long destination of choice for an ever-expanding audience of all ages and backgrounds seeking enjoyable and meaningful experiences. Using theatre as a springboard for both personal reflection and community discussion, our productions and programs will inspire our neighbors to learn about themselves and others. As an arts leader in the state of Indiana, the IRT's goal is to make Indiana a dynamic home of cultural expression, economic vitality, and a diverse, informed, and engaged citizenry.

POSITION PURPOSE

- As the Stage Operations Supervisor, you are an experienced theatrical craftsperson and will be responsible for the safe and effective operation of theatre spaces as assigned.

POSITION FUNCTIONS AND RESPONSIBILITIES

PRIMARY RESPONSIBILITIES

- Meet with Stage Management and Production Department Heads during the Rehearsal Prep Week and as needed during the Rehearsal process to gain understanding and provide input into the technical needs of the upcoming production. These needs include but are not limited to: locations and sizes of Quick Change Booths, requirements for Audio and Video Monitors and requirements for Backstage Carpeting.
- Training and orientation of all Production Assistants and Backstage Crew in the safe operation of all stage equipment.
- Work with the Stage Manager and Technical Director to ensure that adequate technical rehearsal time is devoted to working scene changes and other technical aspects of a production during the tech and opening week period.
- Keep Mainstage backstage and hallways clean and safe at all times.

- Work with the Production Assistant(s) and Housekeeping/Maintenance personnel to keep the Stage Right Kitchen area clean.
- Maintain First Aid Cabinets for the Mainstage and Upperstage and conduct periodic inventories for First Aid supplies
- Accommodate the needs of the show while keeping the overall hours, and overtime hours specifically, to a minimum. Whenever possible, calls should begin no more than 1 1/2 hours before a performance time and end no later than ½ hour after performance ends.
- Perform backstage duties during the run of each production, working to ensure its safe and smooth operation. This includes being the primary person responsible for disabling and enabling the smoke detector system when atmospheric effects are in use.
- Maintain the inventory of backstage carpeting, its layout and installation dependent on the specific needs of the production.
- Assemble and set up Quick Change Booths, Prop Tables and Storage Shelves and disassemble and store these items at the close of a production.
- Perform routine maintenance and repairs on scenery and properties during the course of a run.
- Perform the above duties for Dance Kaleidoscope during their residencies as well as other outside groups that use the Mainstage.
- Work with the Scene Shop or other Production departments during changeover periods. Work calls with the Scene Shop or other Productions departments may also be assigned during the runs of shows as the performance schedule and crew calls allow.
- Perform such tasks, services, duties, and responsibilities in accordance with IRT policies, rules, regulations, and instructions now in force, or which may be adopted from time to time, during Employee's employment at the IRT.

OTHER FUNCTIONS

- Other duties as determined by Technical Director, Assistant Technical Director, and Production Manager.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- Experience in scenery construction
- Experience in Stage Management and/or working on backstage run crews

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Proficiency operating a variety of woodworking tools.
- Ability to manage staff and communicate instructions to them
- Ability to work in a team and maintain a positive attitude.
- Ability to collaborate with fellow staff and free-lance artists.
- Knowledge of best practices for scene changes and backstage safety

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- This position consistently works in darkened environments.
- This position must be able to communicate orally and by e-mail with creative team members
- This position requires the ability to reposition and/or transport objects of 50 pounds.
- This position must be able to consistently position oneself in a stooping, kneeling, or crouching manner.
- This position occasionally ascends/descends ladders and personnel lifts.

- This position must be comfortable working at heights in catwalks
- This position must be comfortable working in confined spaces

TO APPLY

Please submit resume and cover letter to Brian S. Newman, Production Manager via email at productionjobs@irtlive.com and please include the words "Stage Operations Supervisor Search" in the subject line.