

# SEATTLE REP

## JOB DESCRIPTION

*Seattle Rep is committed to producing the highest quality programming, and we believe that our ability to contribute to excellence in the arts depends on building a community whose members come from diverse cultures, backgrounds, and life experiences.*

*We are part of a growing movement in theatre to ensure inclusion of those who have been excluded historically; focusing particularly on racial and ethnic groups, LGBTQ+ people, people with disabilities and women, ensuring they are at the decision making table, reflected in our programming, and represented on our staff.*

**Position Title:** Stage Operations Supervisor  
**Department:** Production  
**Supervisor:** Technical Director  
**Classification:** Full-time, Annual, Salaried/Exempt  
**Pay Rate:** \$45,000 - \$52,000

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### **Seattle Rep Mission**

Seattle Rep collaborates with extraordinary artists to create productions and programs that reflect and elevate the diverse culture, perspectives, and life experiences of our region.

### **Seattle Rep Vision**

Theater at the heart of public life

### **Seattle Rep Values**

Artistic Vitality, Sustainability, Generous and Inclusive Practices

### **Position Purpose**

The Stage Operations Supervisor's primary goal is to facilitate the safe implementation and execution of our productions' technical elements on stage. The Stage Operations Supervisor is a crucial link between the sound and projections technicians and designers and the primary communication conduit between management and the stage crews.

### **ESSENTIAL FUNCTIONS:**

#### **Manage stage equipment**

- Maintain accurate inventory and drawings for the theater's sound, lighting, and video departments
- Manage outgoing rentals and loans of all theatrical equipment
- Coordinate rentals and loans of equipment as needed for Seattle Rep productions
- Collaborate with the production coordinator to support the equipment needs of renters in Seattle Rep's venues
- Maintain the backstage video monitor distribution throughout the building

#### **Supervise the stage crews**

- In collaboration with technical direction, production management and the crew leads, supervise the stage crews and over-hire in Seattle Rep's performance spaces
- Schedule, request, and manage paperwork for over-hire stagehands from the IATSE hiring hall in consultation with stage department heads and technical direction
- Provide systems orientation to over-hire workers in the PONCHO forum

**Facilitate the sound and video designs of seasonal productions**

- Act as in-house design assistant as needed for sound and projections designers
- Provide designers with drawings, inventories, and insight to the particulars of the venues
- Facilitate sound and other technical needs for the rehearsal rooms
- Participate in coordinating the overlapping needs of technical departments during shows and changeovers
- Collaborate with producing partners as required to bring shows into and send shows from Seattle Rep

**Be a collaborative member of the production department**

- Represent the needs of the sound and projections teams at production and departmental meetings
- Manage the safety systems in the performance venues
- Maintain a working knowledge of all stage systems including but not limited to rigging, scenic automation, sound, lighting, projections, and props
- Represent the production department as needed at technical rehearsals, previews, strikes, load-ins, and occasional public facing events

**Serve as an essential contributor to Seattle Rep’s culture and success**

- Add constructively to the collaborative and collegial health of the organization
- Add actively and constructively to the EDI (equity, diversity & inclusion) work of the organization, including attending all-staff training sessions
- Engage with and strive to embody Seattle Rep’s mission, vision, and values in all aspects of work

**REQUIRED QUALIFICATIONS:**

- 3-5 years relevant experience
- Expert level knowledge in stage sound and video systems
- Well organized and able to prioritize multiple tasks within dynamic environment
- Excellent communication skills
- Ability to work successfully both independently and as a team member
- An excellent sense of humor, and patience
- Working knowledge of AutoCAD, Vectorworks, and MS Office (primarily Word, Excel and Outlook)
- Basic knowledge of WISHA/OSHA regulations and Safety Management preferred

To apply, please send cover letter, resume and list of 3 professional references to:

**Email:** [humanresources@seattlerep.org](mailto:humanresources@seattlerep.org)

**Write** in the email subject line: **“Stage Operations Supervisor”**

You may also mail application materials to:

Seattle Rep  
Attention: Human Resources  
155 Mercer Street  
Post Office Box 900923  
Seattle, WA 98109

**Position Posted: July 8, 2019**

**Application Deadline: open until filled**

**Start Date: as soon as is practical upon hire**