

STAGE MAINTENANCE WORKER

CLASS DESCRIPTION

General Responsibilities:

This is responsible semi-skilled and skilled maintenance work performing or assisting Theater Technicians in maintaining, inspecting, cleaning, and repairing theatrical equipment and performance spaces. Under the general supervision of the Overture Center Technical Director and the leadership of the Theater Technicians, the work is characterized by direct responsibility and accountability for planning, coordinating and completing projects and assignments and by the frequent need to apply independent judgment and discretion in situations where supervisory input is not readily available.

Examples of Duties and Responsibilities:

Inspect, service, adjust, and clean theater equipment, including lighting systems, rigging, curtains, and other physical systems. Develop preventative maintenance schedules and check and test all equipment and accessories on a regular basis. Use CAD programs in determining the best way to complete repairs or designing new systems.

Perform repairs on systems as required. Receive Stagehand and Theater Technician maintenance concerns and perform required work. Independently determine the best way to complete necessary repairs. Overhaul light and heavy theatrical equipment, troubleshooting and fixing problems.

Maintain inventory of parts for Theater Technicians, stagehands, and other maintenance work in the theaters. Order parts and compare prices. Use a computer to track inventory, compare prices, place orders, keep records, and research manuals, parts lists, and related safety information.

Assist Theater Technicians with theater setups, welding, carpentry, rigging, computer network, sound, and lighting projects as required.

Manage the Overture Center Meter Tagging/Removal program. Track meters to be tagged and length of time required. Oversee the tagging/removal process. Track related costs associated with tagging. Communicate usage totals to Accounting for proper billing. Use event management software and spreadsheets to track information relative to the program.

Assist with setups and take-downs of performance and banquet areas. Set up audio/visual, closed circuit, and theatrical sound and lighting equipment. Provide temporary electrical, telephone, and computer/internet service.

Work with stagehands to ensure tasks are completed appropriately.

Perform general stage housekeeping tasks such as cleaning and sweeping of theaters and performance spaces.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Working knowledge of the methods, practices, tools and materials used in general maintenance and repair work to include electrical, welding, or carpentry work. Working knowledge of relevant theater terminology and equipment, its application and operation. Knowledge of occupational hazards and necessary safety procedures and equipment. Knowledge of preventive maintenance procedures. Knowledge of minor testing and unit parts replacements. Knowledge of spreadsheet, word-processing, and CAD software. Ability to use hand tools, power tools, and cleaning materials. Ability to use a computer to perform recordkeeping and research-related functions. Ability to perform a variety of semi-skilled and skilled maintenance tasks. Ability to work from schematics, penciled layouts, blueprints, and specifications. Ability to establish and maintain effective working relationships with staff, vendors, union representatives, and Overture Center clients and guests. Ability to apply general mechanical skills and aptitudes. Ability to manage time effectively, work under tight deadlines, pay considerable attention to details, and resolve operational problems effectively. Ability to give, understand, and follow oral and written work orders and instructions. Ability to communicate effectively, both orally and in writing, on the telephone, and by using portable radios. Ability to operate and work from such equipment as aerial lift trucks, and to work from heights using ladders. Ability to operate and use a forklift. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of experience performing diverse maintenance work including carpentry, welding, or electrical work, preferably in a theatrical environment. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of these positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Ability to meet the transportation requirements of the position.

Ability to lift 25 pounds repeatedly and 50-70 pounds frequently. Ability to work with arms overhead for extended periods; to bend, twist, stoop, climb ladders, work from heights, and perform other manual laboring tasks.

Department/Division	Comp. Group	Range
Overture Center	16	11

Approved: _____
Brad Wirtz
Human Resources Director

Date