

**CITY OF VISTA
PARKS AND COMMUNITY SERVICES DEPARTMENT**

**JOB DESCRIPTION
COMMUNITY SERVICES SPECIALIST IV –
TECHNICAL/FACILITY/STAGE CREW SUPERVISOR
AUDIO SUPERVISOR/MASTER ELECTRICIAN/MASTER CARPENTER**

Under the direction of the Technical Director, assists with general planning and operation of Moonlight Amphitheatre. Supervise the stage crew and technical staff during the rehearsals and performances. Responsible for the safe and orderly operation of the stage area during the performance and rehearsal process. Responsible for determining and executing pre-show procedures and post-show shut down.

Examples of Duties: (ME)

Responsible for pre-load in paper work, and prep for show to show transfers.

Responsible for supervising the hanging, circuiting, patching, and focus of instruments, as well as, any electrical special effects per production.

Works during the day on notes generated at rehearsal the evening before.

During rehearsal, consult with designer; trouble shoot problems; and perform pre-show duties. These include pre-rehearsal light check, repairs, lamp replacement, set – up of follow spot.

During performance, the Master Electrician may be employed as the LBO. If ME is not performing LBO duties, they are to be on call for special problems and/or equipment failure.

Train and supervise board operators, electrics crew, and followspot operators.

Develop and maintain inventories of lighting equipment owned by the City of Vista.

In conjunction with the Technical Coordinator, facilitate the renting and return of special equipment as required per production.

Examples of Duties: (MC)

Oversees the unloading/loading, installation, and maintenance of all scenery for the season.

Train (as necessary) and supervise crew in the safe and proper operation of power and hand tools.

Supervise and help in the safe set up and use of lift operations and scaffolding.

Supervise, help, and maintain the safe use of fall protection equipment.

Help in the interfacing of different departments to ensure that all work can be completed within the time constraints of the current show.

Help in the daily inspection of stage and stage equipment for safe operation.

Maintain a clean and safe working environment in the stage area.

Examples of Duties: (AS)

Coordinate and supervise installation of audio system into amphitheatre.

Develop paper work to document equipment configuration per production during the summer season.

Develop and institute a standardized nomenclature for script and score cueing as an adjunct of the rehearsal process.

In conjunction with the sound designer, adjust equipment as required for each production's sound requirements.

Interface with outside groups and vendors for events internal to the Moonlight season, and make adjustments as necessary to address their audio needs.

Re-configure equipment to production settings prior to next Moonlight performance.

On a regular basis, monitor audio system for quality output and maintenance needs.

Supervise and instruct crew as to the correct use of equipment and the methodology for trouble-shooting audio problems.

Maintain equipment inventories, keeping written records of change-outs and rentals throughout summer season.

Maintain stocks and inventories of Moonlight owned equipment.

Set up and maintain CCTV system for conductor monitoring backstage and per stage management requests

Qualifications:

Education – Must be working toward or have obtained a Bachelor’s degree in theatrical production, or have 3-4 years of professional theatre experience.

Experience – Supervisory experience in a theatre production environment.

Valid current Driver’s License

Experience:

Must have knowledge of stage lighting and audio techniques and equipment, and skill in their use.

Must have knowledge of stage rigging and scenic construction techniques and hardware.

Commensurate with supervisory experience; some demonstrated ability to motivate groups in complex tasks.

Ability to work in potentially adverse conditions which may include heights, loud noise, large crowds, darkness, and confined spaces.

Special Conditions:

Must be able to lift, push, pull and/or carry objects that may approximate 50 pounds or more.

Must be able to do work requiring strength, dexterity, and endurance.

Must be able to work safely and comfortably at heights of 25’-0” or more.

Can work a flexible schedule including weekends, holidays and evenings.

Required Apparel:

Neat dress and work appropriate shoes are required during events and performances. All technical staff must wear all black attire during all live performances.

Salary Scale:

Step 1: \$15.50

Step 2: \$16.53

Step 3: \$17.87

Step 4: \$20.78

Step 5: \$24.40

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