SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Amphitheater Assistant Stage Manager
Seasonal

Revision Date: 4/08
EEO Code: Admin. Support
Status: Non-exempt
Control Number: 50775

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction and supervision of the Community Events Director, responsible to assist with the general stage, lighting, and sound operation of the Sandy City Amphitheater. Work with the Sandy Arts Guild on all theatrical productions. Oversee the storage and rental of set and prop inventory.

III. Essential Duties:

• Assist in coordinating all technical needs of artists with artists’ technical crews.
• Assist in the use, design, and movement of all sound, lighting, and stage elements.
• Reports missing or malfunctioning equipment to the Stage Manager.
• Assist with sound and lighting set-up for shows and rehearsals as requested.
• Attends staff meetings as requested.
• Oversee Sandy Arts Guild productions including rehearsals, productions and production meetings.
• Coordinate all storage and rental of set and property inventory.
• Coordinate transportation of set and property inventory for Guild productions.

IV. Marginal Duties:

• Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent required.

Experience: Five years closely related work experience; may substitute any equivalent combination of education and experience.

License: Must possess a valid Utah Driver’s License.

Knowledge of: General technical operation of stage in similar or larger facility.

Responsibility for: Responsibility for the efficient and effective operation of sound, lighting, and stage elements. Responsible for the inventory of all set and property inventory belonging to the Sandy Arts Guild.

Communication Skills: Interacts with other City professional and technical staff. Must have the ability to communicate in a professional and courteous manner with the general public. Must dress and groom in a manner congruent with the image of Sandy City.


Analytical Ability: Must have the ability to gather data and information and report such to the Stage Manager relative to technical needs.
VI. **Working Conditions:**

_**Physical Demands:**_ While performing duties of job, employee is frequently required to stand; walk; stoop; kneel; use hands to handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

_**Work Environment:**_ Working conditions include outdoor exposure, and the lighting tech may experience and be exposed to a variety of weather conditions. May involve prolonged exposure to rain, wind, etc. Some hazards associated with installing and focusing lighting and working in proximity to high voltage. Weekend and some holiday work will be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY: _________________________ DATE: ____________

PERSONNEL DEPT. APPROVED BY: _________________________ DATE: ____________