

## City of Rapid City Job Description

<b>Job Title</b>	The Monument Stage Manager		
<b>Job Code:</b>	CCSM	<b>Job Family:</b>	
<b>Pay Grade:</b>	NU19	<b>Date Revised:</b>	2/11/2022
<b>FLSA Status:</b>	Exempt		

**General Summary:** This position is responsible for supervising, scheduling, and coordinating the house crew, including any additional members of stagehands from all outside resources. Other primary responsibilities include ensuring that the renter has all technical needs met, including equipment and developing accurate labor costs and projections.

### Essential Duties and Responsibilities:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Meets with renters to give technical assistance and recommendations, to provide cost estimates for services, such as labor, equipment, rental fees, sound and lighting.
- Acts as liaison between road crews, promoters, renters, and stagehands throughout the shows to ensure open communication.
- Coordinates and supervises all stagehand calls and technical needs and supervises stagehands and other technicians, including those not in the direct employment of the facility, engaged in lighting, sounds, rigging and other technical services needed.
- Maintains and supervises equipment inventory, upkeep, repair and maintenance of equipment owned, and budget planning and prioritizing purchasing of new equipment.
- Acts as advisor to The Monuments Board and The Monuments Executive Director during labor negotiations of stagehand contracts, wage scale, practices, techniques and training.
- Ensures appropriate staffing levels for shows while adhering to applicable collective bargaining unit agreements as well as City policies.
- Holds regular staff meeting with Stage Techs and stagehands to discuss upcoming events and training sessions.
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- Creates and maintains technical information/materials to be sent to potential users/renters – including space dimensions, equipment listings, sound and light plots, and other facility usage information that is critical to proper event production. Sets up and operates house sound systems.
- Serves in rotation with other senior staff members as Manager on Duty responsibilities for major events.
- Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.

**Qualifications:****Education and/or Experience:**

Bachelor's degree from accredited four-year college or university and (3) three years directly related experience in technical stage operations and management OR an equivalent combination of education and experience as deemed appropriate by the Hiring Authority.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places and vibration. The noise level in the work environment is usually loud.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand; sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. Must have ability to work long hours when needed, including but not limited to days, nights, weekends, and holidays.