Theater Shop Supervisor

Job Code 00001391

General Description
Responsible for overseeing the production and maintenance of the theater scene shop and managing employees and students.

Examples of Duties
Maintain equipment and supply inventories.
Assist vendors to identify needs and solutions.
Supervise all laboratories in the shop and stage area.
Successfully manage personnel to complete specified jobs.
Resolve disputes between workers or students.
Assist student designers and technical directors in completing designs.
Assist in planning and setting goals for shop assignments and shop improvements.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: basic mechanical concepts; of how to build safely; of tool usage and maintenance; of characteristics and techniques for using wood, steel, plastics, paint, and chemicals; of construction standards, codes, laws and regulations; of building codes, electrical codes, fire codes, building regulations, and employment laws; of tool supplies and manuals to repair tools and order supplies; of tools and electrical systems; of theater space; of safe working conditions; of machinery and hand tools.

Skill in: working as a team member and effectively directing the work of others; in managing employees efficiently and effectively to achieve desired results.

Ability to: read blueprints and schematics, measuring devices, tapes, gauges, rulers, weight scales; to review simple logs and time slips; to read and interpret technical manuals; to prepare reports, proposals, purchase requisitions; to prepare client records, take telephone messages; to perform basic math; to repair and maintain equipment; to set up and maintain a filing system; to administer first aid in the event of a catastrophic injury.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements