Georgia State University
Job Specification

Job Title: Stage Manager, Rialto

BCAT Code: 091X30  Effective Date: April 1, 2007
Pay Grade: G09  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Handles all aspects of on stage performances, such as supervising the labor crew, executing and improving pre-arranged stage plans.

Examples of Duties
- Interacts with the client on the day of show.
- Completes post-show paperwork in a timely manner.
- Supervises the on-site crew during performances to ensure the highest show quality.
- Completes post-show paperwork, such as labor reports, and show recaps, as quickly and accurately as possible.
- Assigns and trains casual labor crew members for each show.
- Ensures that all equipment is working properly.
- Meets with the Production Manager regularly regarding the show and general needs of the theater.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of computer applications and database management.
- Knowledge of lightning and sound systems.
- Ability to communicate effectively verbally and in writing.
- Ability to work under stressful situations.
- Ability to work independently.
- Ability to perform assignments through oral and written instructions, and/or specific policies and procedures.

Minimum GSU Hiring Standards
High school diploma or GED and four years of experience in stage work; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.