



EMPLOYMENT OPPORTUNITY

Entertainment Program Supervisor

Salary: \$5,759 - \$8,138 Monthly

Job Type: Full-Time, Exempt

Department: Parks & Recreation

Benefits: Benefits Eligible

Position pending Council approval June 2024

The Position

Under general supervision, coordinates, schedules, and supervises Singh Center and entertainment production operations; oversees, plans, and organizes entertainment events associated with specific recreation programs; performs the more technical and complex tasks relative to assigned area of responsibility; and performs related work as required.

Job Functions

- Supervises and coordinates production and technical functions for performing arts productions, including electrical and lighting standards, rigging and fly systems, carpentry and set construction and assembly, audio, video and special effects, and stage management; trouble-shoots and resolves technical and production problems.
- Plans, coordinates, and supervises production crews and assignments, including load-ins, technical rehearsals, and performances.
- Selects, trains, assigns, and evaluates the work of professional and technical staff as part of the regular production team; establishes work schedules and approves time sheets and work records.
- Administers technical requirements, equipment maintenance standards, and stage safety functions by interfacing with artistic staff, producers, and promoters; acts as liaison during design and product meetings; attends first read-through, designer run, and technical rehearsals and pre-views, as needed; prepares and enforces policies and stage and production safety protocols; trains and indoctrinates staff.
- Reviews design lighting and audio services requirements and plans production needs for each performance by considering scripts and technical requirements; considers rehearsal and pre-production needs as well as final production requirements.
- Works with the Parks and Recreation Manager to provide input on season schedule and to consider design and production needs and feasibility based on staffing, equipment, and materials.
- Manages production and materials budgets, including equipment, labor, and supplies and coordinates maintenance needs with Facilities staff.
- Negotiates with vendors to procure equipment and supplies within budgetary guidelines and maintains theater production inventory of equipment and materials.

- Reviews contract riders pertaining to technical and associated production needs; prepares estimates for show costs for review with Parks and Recreation Manager.
- Provides technical services to other users of the Singh Center and other Town facilities including but not limited to the Conference Center and other meeting spaces with audio/visual equipment, including rentals and use by other departments and agencies.
- Participates in management and staff planning meetings regarding theater production operations needs and requirements.
- Prepares reports and maintains records related to programs and operations.
- Develops, implements, and monitors goals, objectives, policies, and priorities for designated program areas reflective of the community's needs and the Town's and Division's overall goals, policies, and ordinances, and in compliance with applicable Federal, State, and local rules, regulations, and guidelines.
- Performs other duties as assigned.

Qualifications

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelor's degree from an accredited four-year college or university with a major in theater production, or a closely related field is highly desirable. Three (3) years of progressively responsible technical experience in theater production is required.

License:

- Valid California Class C driver's license with satisfactory driving record and automobile insurance.

Selection Process

A completed Town employment application is required by the close of recruitment on **Monday, July 8th, 2024, at 5:30 pm**. An application package is available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If the applicant has a disability that may require accommodation, please contact Human Resources in writing at the time application is submitted.