FLSA: Exempt*

Entertainment Production Supervisor

SUMMARY

Under general supervision, plans, organizes, supervises, and coordinates entertainment production operations, technical services, and event support activities for the Singh Center for the Arts and other Town facilities; oversees the planning and execution of theatrical productions, live entertainment, facility rentals, and special events; manages production staffing, schedules, budgets, equipment, vendors, and operational resources; develops and implements production standards, policies, procedures, and safety protocols; provides highly responsible technical and administrative support to management; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Community Services. Exercises general supervision over technical, part-time, seasonal, and volunteer personnel engaged in entertainment production and event operations.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities* ***may*** *include, but are not limited to, the following:*

- 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 Director of Community Services 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 the Director of Community Services.
- Provides technical services to other users of the Singh Center for the Arts 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 compliance with applicable Federal, State, and local rules, regulations, and guidelines.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the supervisory-level classification in the Entertainment Production classification series. Incumbents are responsible for the overall planning, supervision, and administration of entertainment production operations, including theatrical productions, live entertainment, special events, facility rentals, and technical services provided at Town facilities. Responsibilities include supervising assigned staff; establishing production schedules and work priorities; overseeing budgets, purchasing, contracts, equipment, and facility resources; evaluating technical and operational requirements; and developing policies, procedures, and safety standards to support efficient and successful production operations.

This classification requires comprehensive knowledge of entertainment production management, technical theater operations, event coordination, staff supervision, budgeting, and resource administration. Incumbents exercise substantial independent judgment in resolving complex production and operational issues and serve as the primary management-level liaison with performers, promoters, vendors, contractors, facility users, Town departments, and other partners.

This class is distinguished from the Entertainment Production Coordinator in that the latter coordinates assigned productions, schedules, staffing, and event logistics, while the Entertainment Production Supervisor has overall supervisory, budgetary, policy, and operational responsibility for the entertainment production program. It is further distinguished from the Parks and Recreation Manager in that the latter has broader management responsibility for departmental programs, facilities, and operations.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Requires a Bachelor's degree from an accredited college or university in theater production, technical theater, entertainment technology, event management, public administration, business administration, or a closely related field and five (5) years of progressively responsible experience in theater production, live entertainment, technical event operations, or a related field, including at least two (2) years of supervisory experience. An equivalent combination of education and experience that provides the required knowledge, skills, and abilities may be considered.

LICENSE AND CERTIFICATION REQUIREMENTS

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

Knowledge of:

- Theater and production management practices, including stage set-ups, electrical and lighting, video production and special effects.
- Carpentry and rigging, painting and plastering, wardrobe administration, and construction trades practices; facility management, purchasing and inventory management, and equipment rental practices.
- Principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review, and training, and performance evaluation.
- Principles and practices of recreational program administration, including program development, implementation, review, and evaluation, budgeting, purchasing, and personnel management; service delivery needs related to the program area(s) to which assigned.
- Applicable Federal, State, and local laws, codes, and regulations related to designated program areas.
- Recent and on-going developments, current literature, and sources of information related to community program planning and administration.
- Safety principles and practices, including basic first aid and health/hygiene.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person and over the telephone.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

Ability to:

- Plan, supervise, coordinate, review, and evaluate recreation programs.
- Supervise, select, train, motivate, and evaluate the work of staff and volunteers.
- Interpret and apply theater production design plans and specifications; analyze and solve technical problems; read scripts and set production needs and determine best design, staffing, and budget allocations.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations related to designated program area(s).
- Apply Town policies, procedures, and organizational priorities related to various recreational programs as needed.

- Plan, organize, direct, and oversee the implementation of a variety of recreational programs and/or other recreational programs suited to the needs of the community.
- Effectively conduct meetings and make presentations to various groups.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard. or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

The employee constantly works in a theater production center as well as in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. This classification will also work outdoors and may be exposed to inclement weather conditions and hot and cold temperatures. The employee is expected to work variable hours in order to supervise production staff given the theater performance schedule. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*