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Government of the Republic of Trinidad and Tobago
**Ministry of Community Development,
 Culture and the Arts**

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: STAGE AND EQUIPMENT MANAGER

JOB SUMMARY :

The incumbent is responsible for the overseeing of rehearsals and performances of the TTNSO and manages the backstage and onstage Areas during in-house and touring performances and the maintenance and security of all stage equipment. He/she assists the director and co-ordinates technical elements for the smooth running of rehearsals and performances. He/she synchronizes the musician, technical staff, sets and props and scene changes during rehearsal and performances. Additionally, he/she make sure that everyone and everything involved in the production from musicians, technicians, props, lightening, sound, musical instruments and various equipment are in the right place, at the right time. He/she co-ordinates the logistics of transportation, shipping and customs.

REPORTS TO:	Operations Manager
SUPERVISION GIVEN TO:	N/A
KEY LIASIONS:	Artistic/ Music Director

DUTIES AND RESPONSIBILITIES

- Stage**
- Collaborate with artistic and technical staff to develop and implement artistic and technical plans for rehearsals and performances.
 - Record blocking, light, sound, prop, set changes, cues and entrances or performers.
 - Advise on movements on stage, script changes and props, light, sound and scenery needs.
 - Cue artistic and technical staff during rehearsals and performances and communicate directors' wishes.
 - Direct changes to the set between scene changes, prompting performers, coordinating stage crew and cueing technicians
 - Schedule, arrange and call production meetings rehearsals, performances and publicity events to artistic and technical staff
 - Keep an up-to-date production calendar for rehearsals and performances
 - Reserve, manage and maintain rehearsals and performance spaces.
 - Oversees stage and equipment crews.
 - Liaise with artistic staff including the director, staff at performance venues, stage personnel and other technical staff.
 - Reviews emergency procedures and enforce rules and regulations designed to prevent

security problems or safety hazards.

Equipment

- Responsible for the maintenance and security of all stage equipment
- Ensure that hazard markers are prepared and electrical cords etc. are properly secured.
- Prepare a schedule for those pieces of equipment that reused (eg. a PA system)
- Preparation of equipment lists for each rehearsal/event
- Review budget and equipment needs with Operation Manger
- Develop proposed equipment needs list based on current inventory
- Ensure that all equipment are properly packaged and stored after a rehearsal/event inclusive of musical instruments.
- Liaise with front-of-house staff and artistic staff including the director, staff at performance venues, stage personnel and other technical departments.
- Cueing the technical crew to operate sound and lightning
- Keeping the 'prompt copy' pf the script which notes the performers' positions on the stage, script changes as well as the props, lighting, and sound needed for each scene
- Supervises equipment construction and dismantling; cleanup, removal and shipment of stage elements provided for each event.
- Monitor lighting, speakers, microphones and other equipment.
- Perform stage equipment testing before each performance
- Any other related duties.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- General knowledge of supervisory practices and principles.
- Working knowledge of current stage practice.
- Working knowledge of technical and artistic elements of performances.
- General knowledge of relevant health and safety, legislation and good working practice.
- Working knowledge of techniques, methods, procedures of music productions, presentation including stage, set, sound, lighting design and implementation; stage management, computerized lighting systems; stage carpentry and stage equipment.
- General knowledge of the performing arts.
- General knowledge of stage production process.

SKILLS AND ABILITIES:

- Intermediate skills in theatre and stagecraft.
- Intermediate supervisory skill.
- Highly developed critical thinking, leadership and time management skills.
- Results oriented.
- Ability to set priorities, organize workload handle multiple responsibilities and meet deadlines within a fast paced environment.
- Ability to accept responsibility and account for his/her actions.
- Ability to inspire and work in a team.
- Ability to work varied days and hours including early mornings, late nights, weekends, holidays and long hours as required.
- Ability to push and pull objects up to 100 pounds using

	appropriate tools. <ul style="list-style-type: none">• Ability to work under pressure, especially in the run-up to a performance.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none">• Certificate in Fine Arts with Specialization in Technical Theatre Production or related field• Experience in stage management and/theatre production• Certificate in Occupational Health and Safety will be an asset.	