**Manager, Stage Standard Job Description**

**Classification Title:** Manager, Stage

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Stage Manager, under general supervision, supervises event setups in theaters and other University venues.

**Essential Duties and Tasks:**

**40% Event Coordination**

* Coordinates stage crew to ensure the smooth execution of events and productions.
* Ensures curtains, chairs, and tables are properly arranged for events.
* Operates lighting and sound systems during events and productions.
* Schedules events and rehearsals and confirms event scheduling.

**20% Facility Management**

* Oversees arrangements for custodial, security, and other services during events and rehearsals.
* Serves as a house manager to ensure venues are prepared and well-maintained.
* Locks up and secures venues and stages after events.

**20% Supervision**

* Supervises stage crew to ensure tasks are completed efficiently and effectively.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent education experience.

**Required Experience:**

* Five years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Telephone
* Computer

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**