**Senior Manager, Stage Standard Job Description**

**Classification Title:** Senior Manager, Stage

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Senior Stage Manager, under direction, manages event setups, staging, and set construction for large stage performances and productions in theaters and other University venues.

**Essential Duties and Responsibilities:**

**40% Oversight and Execution of Event Planning**

* Plan and execute events within the designated venues, ensuring proper scheduling of staff and resources.
* Work with clients throughout the event planning process to understand their needs and expectations.
* Stay current with upcoming programs to assess their impact on facilities and the campus community.

**20% Supervision and Training of Staff**

* Supervise and train stage crew and maintenance staff to ensure effective operations.
* Develop and maintain training curriculum and methods for staff development.
* Coordinate new employee training as needed throughout the semester.

**10% Maintenance of Theatrical Systems**

* Assist in the maintenance of theatrical systems including the fly system and technical equipment.
* Oversee the upkeep and purchase schedule for theatrical curtains across venues.
* Determine additional facility needs and assist in the ordering of new equipment.

**10% Communication and Collaboration with Stakeholders**

* Develop and maintain a communication network with student organizations, university departments, and off-campus entities.
* Communicate instructions to stage designers and craft workers to ensure clarity and efficiency.
* Serve on various campus committees to represent the unit and collaborate with administrative staff.

**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.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* Six years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Work beyond normal office hours and/or work on weekends. Travel required.

**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**