

# ALLEY THEATRE

## JOB DESCRIPTION

<b>POSITION:</b>	<b>Stage Crew</b>
<b>DEPARTMENT:</b>	<b>Production</b>
<b>FULL TIME OR PART TIME:</b>	<b>Part Time Variable</b>
<b>CLASSIFICATION:</b> (Annual Salaried; Annual Hourly; Seasonal Salaried; Seasonal Hourly)	<b>Overhire Hourly</b>
<b>SCHEDULE:</b> Describe typical schedule (weekdays, weeknights, holidays and/or weekends)	<b>Tech &amp; Performance Schedule</b>
<b>EXEMPT OR NON-EXEMPT STATUS:</b>	<b>Non-Exempt</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>Stage Supervisor</b>

### STATEMENT OF JOB:

The Stage Crew is responsible for prepping onstage and backstage, teching, and running the show under the supervision of the Stage Supervisor. Stage Crew appears on stage, as necessary, to shift props/scenery and perform any other duties as assigned by the stage supervisor or stage management.

## **JOB DUTIES:**

- Attend backstage prep, all technical rehearsals, performances, and strike.
- Complete pre-show and post show duties as assigned, including cleaning the stage and backstage, setting up and striking props and scenery, and scenery maintenance.
- Assist in shifting all props and scenery as assigned.
- Perform all duties as assigned by the Stage Supervisor and Stage Management.
- Be able to routinely lift forty to fifty pounds, do ladder work, and work in heights up to 30 feet.
- Represent the theatre's technical resources as required by the Production Manager for theatre programs including, but not limited to: additional performances, special events, education and community outreach programs, building rentals, and other non-Alley building functions.
- Act in concert with the theatre's safety policies, including the fall protection and hardhat policies.
- Approach and carry out duties, as designated above, with a positive attitude!
- **Additional duties as assigned.**

In addition to the duties listed above, the Alley Theatre expects the following of each employee: adheres to theatre's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in Alley Theatre events as needed or required; and completes other duties as assigned.

## **REQUIREMENTS:**

### **Reports to:**

- Stage Supervisor
- Technical Director

### **Works Closely with:**

- Production Assistants
- Actors
- Stage Management
- Production Management

### **Education, Experience and Skills Required:**

- Should be able to dead lift 40 pounds and push/pull 50 pounds
- Backstage theatrical experience
- Should be highly organized and detail oriented
- Willingness and ability to work within a rigorous time schedule
- Experience with power tools (i.e. screw gun, table saw, chop saw...)
- Team player who is willing to take direction and possesses strong interpersonal skills