

**Title:** Assistant Production Supervisor

**Pay Range:** 216

**Job Code:** 8208 for part time  
8209 for full time

**Employee Group:** MERC Non-Represented

**Established:** November 2014

**Revised:** November 2015

**EEO Category:** Officials and  
Administrators

**FLSA Status:** Non-Exempt

### **CLASSIFICATION DESCRIPTION**

Supervise and coordinate the work of staff, vendors and/or client needs involved in the production of theatrical shows and events.

### **DISTINGUISHING FEATURES**

### **DUTIES AND RESPONSIBILITIES**

1. Supervises, coordinates and reviews the work of staff involved in all aspects of stage installation, performances and load outs.
2. Coordinates services specific to facility assignment, such as event parking, or stage door operations.
3. Collaborates and coordinates projects with clients, promoters, exhibitors, vendors and contractors.
4. Coordinates and oversees the work of contractors and vendors involved in the production of shows and events.
5. Coordinates activities with other departments to ensure services are appropriate and performed in an efficient and timely manner.
6. Plans and schedules necessary equipment; ensures all stage equipment is in good working condition.
7. Reviews, verifies and approves event settlement information; uses event management systems to coordinate event information with other functions.
8. Assists in the implementation of policies, practices and procedures.
9. Ensures practices, policies and priorities of assigned projects and functions are followed; assists with monitoring and evaluating processes, methods and procedures.
10. Ensures work is performed in compliance with codes, ordinances, regulations, and other requirements, including but not limited to, OSHA.
11. Monitors inventory of stage related equipment, materials and supplies.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:

- Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
  4. Perform other duties as assigned.

## **JOB SPECIFICATIONS**

### **Education/Licensing and Work Experience:**

- High School Diploma or GED and
- A minimum of two (2) years of experience in theatrical or concert productions, including at least one (1) year of supervisory or lead experience or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

### **Knowledge, Skills and Abilities:**

- Operation and handling of theater equipment and stage facilities
- Pertinent Federal, State and local laws, codes and regulations that affect and impact the department
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Analyze information and use logic to resolve issues and problems
- Read and interpret schematics, drawings and blueprints
- Manage staff and resources in an effective and efficient manner
- Establish and maintain cooperative working relationships with all persons contacted in the course of work
- Communicate clearly and concisely, both orally and in writing
- Prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate.
- Work nights, weekends and holidays
- Perform all position essential duties and responsibilities

- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

**Additional Requirements:**

- Successfully pass the background check and screening requirements required for the position

**SUPERVISION RECEIVED**

**SUPERVISION EXERCISED**

When managing events, this position has full authority to direct the workforce, make on-the-spot management decisions, and initiate the disciplinary process, including sending staff home pending investigation and potential discipline. This position also provides lead direction, guidance and coaching to members of the work group. Responsibilities include scheduling members of the work group, orienting and training others in applicable policies, procedures and techniques, and providing assistance to management in achieving work group success.

**RELATIONSHIPS/CONTACTS**

**TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**

**WORK ENVIRONMENT**

- Continuously required to hear and/or respond to verbal/audio cues; see and/or respond to visual cues
- Frequently required sit for extended periods of time; perform repetitive motions of hands and wrist; lift, push, pull and/or carry objects up to 10 pounds; read computer screens or other monitors
- Occasionally required to stand and/or walk for extended periods of time; lift, push, pull and/or carry objects up to 50 pounds; exposed to fumes or airborne particles; work near or around moving mechanical parts; work near or around electricity
- Rarely required to reach with hands and arms; climb, stoop, kneel, crouch or crawl; twist and/or bend; lift, push, pull and/or carry objects up to 100 pounds; exposed to vibration
- As necessary to meet workload demands, works outside of typical schedule including evening/weekend hours; work may require travel to off-site locations

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*