

Job Title: OPS Performance Support Specialist

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

Position Summary:

Incumbents support theatrical productions by coordinating the scheduling and technical production aspects of an assigned performance space. Responsibilities may include installing, and utilizing sets, sound, and lighting; being present at events; repairing and maintaining equipment; maintaining records and preparing operational reports.

Requirements:

Education:

Associate's degree in theater or a related field.

Experience:

Two years experience supporting theatrical productions.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Stage production methods;
- Set design and engineering principles;
- Basic construction methods;
- Safe work methods;
- Inventory principles;
- Recordkeeping principles;
- Computers and related software applications.

Skills:

- Designing sets and programming lights;
- Constructing and building sets;
- Practicing safe work methods;
- Maintaining operational records;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, poor ventilation, inadequate lighting, work space restrictions, and intense noises.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Designs and constructs sets and technical engineering for theatrical productions which includes developing plans for sound engineering, scenery, and/or costumes; constructing scenery or costumes; installing, and utilizing sets, sound, and lighting; and performing related duties.	Daily 80%
2.	Monitors and maintains equipment and inventory; procures supplies and materials as necessary.	Weekly 10%
3.	Prepares and maintains a variety of operational records and reports.	Daily

These duties are a representative sample; position assignments may vary.		Potential Frequency
		10%
4.	Performs other duties of a similar nature or level.	As Required

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