

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #19: STAGE MANAGER

NUMBER OF VACANCIES: 2

DEPARTMENT: PR & CA

WORK LOCATION: Sandstone Productions

HIRING RANGE: \$9.17/hour

PAY CLASS: Seasonal

DAYS WORKED: Varied

HOURS WORKED: Varied

TYPE OF POSITION: Seasonal, Part-Time

APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

First Review of Applications: Friday, March 12, 2010

JOB DUTIES

*Resumes submitted without a City of Farmington application
will not be considered in our job selection process.*

ESSENTIAL DUTIES:

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Works under the supervision of the Production Stage Manager

Oversight and management duties of cast (personnel) management

Serve as liaison with technical director during rehearsals and performances

Assist the props master as directed and needed

Keeps regular inventory of all props and equipment owned by the production company.

Assist in the design, construction and/or purchase of any props or set pieces needed for the season, as deemed necessary by the Production Stage Manager and director.

Assists in maintaining continuity of the show.

At all times, encourages a positive attitude among actors and production crew staff.

May drive city vehicles in performing errands for the amphitheater facility.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

QUALIFICATIONS

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Program. This includes, pre-employment testing, post-accident testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Must be 16 years of age or older at time of employment.

Extensive background checks required.

Valid New Mexico driver's license with acceptable driving record for the past three years.

Ability to count money and make change.

Training in Basic First Aid, CPR, and proper response to bio-hazardous spills as mandated by OSHA regulations, preferred but not required.

Ability to work courteously with the public and with co-workers.

Ability to learn to use basic cleaning materials.

Willingness and ability to understand and implement provided training.

TOOLS AND EQUIPMENT USED:

Janitorial equipment including vacuums, mops, brooms, dusting equipment, cash register, power tools, motor vehicle, golf cart and 2-way radio.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee may frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works near moving mechanical parts and frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and lightning.

Works outside in all types of weather conditions. Extensive walking, and occasional running, throughout the rugged terrain of the six acre complex will be required.

The noise level in the work environment is moderate to loud.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.