Theater Production Supervisor

University of California, Los Angeles
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Class Specifications - D.25
Senior Theater Production Supervisor - 6330
Theater Production Supervisor - 6331

SERIES CONCEPT

Theater Production Supervisors coordinate and plan the technical activities associated with professional and amateur theatrical productions, symphonies, ballets, operas and related cultural events; assist the faculty and students in scheduling use of facilities and equipment and in planning productions; coordinate, supervise and assign technicians during rehearsals and production processes; and perform other related duties as required.

The series consists of two levels which are distinguished by the scope of the responsibilities for the technical activities associated with production, the variety of responsibilities, the degree of coordination rendered, and the supervision received.

CLASS CONCEPTS

Senior Theater Production Supervisor

Under general supervision incumbents supervise the technical aspects of productions for more than one unit within a large department; advise on staffing and work load; and recommend changes to pending projects.

Incumbents at this level typically coordinate campus theatrical or cultural productions; draft production calendar and resolve scheduling conflicts; serve as master carpenter for backstage activities; coordinate the plans and budgets for more than one unit or for several simultaneous productions; recommend expenditures for equipment and staff; secure approval from directors and designers for changes in the construction, assembly and setting of stage materials; assist in the planning of new facilities; and supervise technical staff employees and coordinate activities with outside vendors.

Theater Production Supervisor

Under supervision incumbents plan and coordinate technical aspects of theatrical productions either for a major unit of a large department; or for a small department.

Incumbents at this level typically coordinate activities associated with scenery, construction, lighting, properties, costumes, make-up, paint, sound and background music; ensure timely arrival of scenery and related equipment; coordinate laboratory operations; maintain budgets for each production; directly supervise and assign technical personnel to various phases of production; advise on production or scheduling problems; review and evaluate students' and casual employees' work for grading or
advancement to career status; and assist academic staff in establishing laboratory training procedures to insure development of students in the technical area.

MINIMUM QUALIFICATIONS

**Senior Theater Production Supervisor**

Two years of college and four years of experience in theatrical work, including at least two years of supervisory experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Theater Production Supervisor**

Two years of college and two years of experience in theatrical work; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.