SCENE SHOP SUPERVISOR JOB DESCRIPTION

Duties include but are not limited to:

1. **Supervise and train scene shop student labor.** Duties include supervision and training of undergraduate and graduate students, and supervision of payroll in accordance with guidelines set by KSU and MTD and the Technical Director.

2. **Supervise and participate in the construction of scenery and properties for 5-7 productions annually.** Adhere to and participate in the development of production time lines. Communicate construction progress to Technical Director and other departmental personnel as applicable on a regular basis. Perform work in carpentry, welding, metal working, plastics, painting, electrical and mechanical installations, and other work related to the fabrication of scenery and props. Research, recommend, and order materials for all departmental productions. Research, recommend and implement construction procedures.

3. **Coordinate Scene Shop resources.** Coordinate with Technical Director, Scenic Designer, Scenic Artist, Props Master, Master Electrician and other department heads for use of scene shop facilities and resources to ensure smooth operation of the production process.

4. **Perform maintenance and repair of scene shop equipment (to include paint shop) and facilities, Nichols Theater, and Purple Masque Theater and ancillary spaces.** Responsibilities include all power and hand held tools, permanently installed equipment such as the paint frame and all stage operating machinery, equipment and facilities in both Nichols and Purple Masque Theatres. Typically does not include lighting, sound and costume shop equipment, and work that is normally performed by KSU Facilities Department. Maintain current scenery inventories and expendables. Supplies include tools, materials, stock scenery and scenery storage spaces.

5. **Safety and Health supervision.** Supervision and training of all scene shop labor in the proper and safe operation of all equipment and materials handling techniques in accordance with current Safety and Health guidelines set forth by OSHA, the University, and the Technical Director. Maintain current shop safety records and procedures.