

Washington Pavilion Management, Inc.

Stagehands ver. 8.4.11

I. Basic Function

Assist in the preparation of performance and support spaces for incoming events.
Provide labor support for events from load-in through load-out, and restoration of the spaces to their pre-event state.

II. Organizational Relationship

1. Responsible to the Washington Pavilion Management, Inc. Production Manager.
2. Responsible to the assigned crew head, including those not in the direct employ of the facility.

III. Specific Duties and Responsibilities

A. Space Preparation

1. Assist in the preparation and set-up of any required stage equipment and fixtures.
2. Assist in the preparation and rigging of any required soft goods, and flown equipment.
3. Assist in the hanging and focus of lighting equipment.
4. Assist in the configuration, and set-up of sound equipment.
5. Assist in the preparation of any required support spaces.

B. Event Support

1. Assist in the load-in of equipment, and scenery.
2. Assist in the rigging and setup of equipment, and scenery.
3. Assist in the execution of lighting requirements.
4. Assist in the execution of sound requirements.
5. Supply running crew support to include, but not limited to: shift crew; fly line operator; lighting operator; sound operator; follow spot operator; wardrobe; stage management; property crew; special effects crew.
6. Assist in the strike and tear-down of equipment and scenery.
7. Assist in the load-out of equipment and scenery.

C. Restoration

1. Assist in restoring performance, and support spaces to their pre-event configurations.
2. When appropriate, assist in restoring lights to their standard configuration.
3. Report any equipment problem, or failures to the assigned department head.

D. Other

1. Maintain and repair lighting and audio equipment.
2. Perform other related duties as assigned by the Production Manager.
3. Represent Washington Pavilion Management, Inc. in a positive, professional manner.

E. Qualifications

1. Knowledge of technical theatre practices, and techniques desirable.
2. Willingness to learn techniques and procedures is essential.
3. Ability to work long hours when needed.
4. Must have and maintain a positive attitude, tolerance of diversity, and respect for coworkers, and artists (professional or amateur).