

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** PAC SCENE SHOP MANAGER  
**SCALE:** PRC SUPPORT STAFF SALARY SCALE

### **POSITION SUMMARY:**

The PAC Scene Shop Supervisor manages the construction of production scenery for all divisions, assists in the construction, placement, and rigging of scenery for departmental productions, performs general maintenance and upkeep of shop machinery and tools, helps to plan and organize the construction projects, assists in expertise related lessons in theatre courses, and instructs and supervises student workers in the construction of scenery and props fabrication.

### **SUPERVISED, EVALUATED AND REPORTS TO:**

Performing Arts Director

### **QUALIFICATIONS:**

- **Education:** College Diploma in Technical Theatre or equivalent Technical Certificate
- **Experience:** At least two years of practical work experience in the technical preparation and construction of theatre scenery and stage units is required
  - Workshop management, organization, and maintenance of safety requirements.
  - Supervisory skills are required.
  - Mechanical skills in the use of hand and power tools are required.
  - The ability to read and understand floor plans, color renderings, electrical schematics, and advanced construction plans or blueprints is required.
- **Language:** Spoken and written English is preferred. Strong oral and written communication skills are required.
- **Technology Skills:** In addition to being computer literate (MS Office), the candidate should have experience using digital fabrication and maker-space technologies (e.g., 3D printers, laser cutters, CNC routers, and design software) to support scenic construction, technical theatre instruction, and student learning.
- Ability to work independently, collaboratively, and in leadership of adults and students.
- Strong organizational skills.
- The ability to lift and carry heavy materials daily is required. The position requires prolonged standing, frequent bending or stooping, and climbing of steps and ladders. Occasionally may be required to work on a stage grid at a height of 60 feet.
- A current portfolio providing evidence for the quality, skill level, and artistic expression of work.

### **RESPONSIBILITIES**

- Provides a comprehensive learning experience for students by instructing them in the technical aspects and safety procedures of theatre set construction, assigning tasks to student assistants and crews, and supervising students in the operation of various power tools.
- Ensures the production of scenery and sets on schedule by determining the kind and amount of materials required, the tools or equipment needed, the order and sequence involved in the fabrication of single items or complete units, and the time required to meet production deadlines.
- Produces quality production scenery and sets that complement and support presentations by assisting the director, designer, and PAC director in the development of desired products.
- Directs the activities of the scenery shop by planning and organizing construction projects utilizing rough sketches, basic blueprints, or verbal instructions.

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- Promotes preventive maintenance as a strategy for maintaining hand and power tools by performing and directing the routine maintenance and cleaning of all tools and equipment in the scenery shop.
- Supports presentations of all sorts campus-wide by assisting in the set-up of stage units, directing the placement and rigging of scenery, and supervising the dismantling and storage of stage units following productions.
- Ensures an accident-free learning and work environment by enforcing safety rules and supervising students when operating scenery shop tools and equipment.
- Maintain direct supervision of students at all times while they are present in the scene shop or utilizing scene shop tools, equipment, materials, and workspaces, ensuring adherence to all safety procedures and operational protocols.
- Ensures the efficient daily operation of the PAC scenery shop by maintaining a sufficient inventory of supplies, construction materials, and equipment, and purchasing replacement items as needed.
- Provides students in the technical courses with an understanding of tool usage and safety practices, basic scenic construction, and rigging system operations.
- Assists in shaping the final scenic designs by providing construction advice and artistic input to the director, designer, and PAC Director.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the PAC Director.
- Contributes to the overall success of the Performing Arts Department by performing all other duties and responsibilities as assigned.
- Works with the Technical Coordinator in the efficient and effective acquisition of equipment and replacement parts.

## **WORKING SCHEDULE:**

- Depending on activities at the School, flexibility is required.

## **SAS BELIEVES:**

- Each employee makes a significant contribution to our success
- Contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualifications, and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School that each employee will offer his /her services wherever and whenever necessary to ensure the success of our organization.

## **How we see the world is how we experience the world**

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

## **Child Safeguarding at SAS**

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety, and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

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With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.