



JOB DESCRIPTION

JOB TITLE: Stage Operations Supervisor

REPORTS TO: Director of Production

JOB TYPE: Full time with hours worked as needed to meet production goals. Based on the production calendar, must be able to work irregular hours, evening hours, long hours and weekend shifts.

DESCRIPTION: The Stage Operation Supervisor is responsible for functioning as a part of the leadership team to facilitate the implementation, maintenance, and removal of all productions and events at Riverside Theatre.

REQUIRED SKILLS:

- Maintain positive attitude, possess strong leadership skills, high level of organizational, communication, problem solving skills and ability to work well in a fast paced environment and meet deadlines.
- High level of organization, communication and problem solving skills.
- Must be able to lift up to 75 pounds, and push/pull forces up to 80 lbs.
- 3 years of professional theatrical carpentry and/or run crew.
- 2 years of supervisory experience in the entertainment industry.
- Expert knowledge of rigging and stagecraft.
- The ability to read scaled construction and design drawings.
- The ability to set priorities, meet deadlines, and multitask is required.
- The ability to work independently or as part of a team.
- Effective oral and written communication skills.
- General knowledge of theatre history.
- The ability to work with all levels of the organization.
- The ability to quickly and efficiently problem solve and repair all theatrical rigging equipment.
- General comfort using Microsoft Office and computer systems.
- Competency with all wood-working and power tools.
- The ability to work at height and from ladders and lifts.

ESSENTIAL DUTIES:

- Uphold the Core Values of Riverside Theatre.

- Manage the safe operation of all stage equipment.
- Installation of all stage rigging.
- Training of all deck crew, rail operators, riggers and stage operations over hire.
- Managing all full-time, seasonal, and over hire stage operations personnel.
- Managing annual operation and labor budgets
- Serve as crew leader (Rail Operator) for all mainstage shows.
- Assisting in planning and executing of all changeovers for each show.
- Evaluating and planning of all production storage systems.
- Coordinating the rigging needs of shows and events with Technical Director and other department heads.
- Collaborating with outside partners during special events.
- Load-in and Load-out of all special events/rentals as assigned.
- Monitoring technical rehearsals and collaborating with personnel to optimize show run tracks.
- Developing and advocating for Stage Operations labor, materials, and capital budgets.
- Ensuring that the theatre spaces are properly maintained.
- Assist with in-house benefit performances, rentals, lectures and special events as assigned.
- Serve as technician for Comedy Zone events as assigned.
- Read rehearsal and performance reports.
- Attend meetings, rehearsals and events as needed.
- Attend all strike calls and assist as needed.

Riverside Theatre is an Equal Opportunity Employer. Equal Opportunity will be extended to all individuals without regard to race, religion, color, sex, national origin, sexual orientation, age, marital status, disability or any other status protected under applicable Federal, State or Local law.

Riverside Theatre's core values are at the forefront of all that we do – Ensemble Staffing; Pursuit of Perfection; Community Leadership. Valuing cultural, intellectual, and experience-based diversity, being inclusive when meeting the needs of the staff and audience, and pursuing perfection enables us to provide a welcoming, safe, and creative environment for all that participate.

DISCLAIMERS: All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This description in no way states or implies that these are the only duties to be performed.

LAST REVISED: 7/8/2026

Riverside Theatre Core Values

Pursuit of Perfection.....Ensemble StaffingCommunity Leadership