



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Production Supervisor
\$5,959 - \$7,243 monthly
(Open Competitive Recruitment)

The Opportunity:

Welcome to a world of arts and culture! The San Gabriel Mission Playhouse promotes the development of an artistic program that celebrates the vibrancy of our diverse community by encouraging access to artists, producers, and audiences. Located in the heart of a historic neighborhood, we embrace our role as a focal point for the arts, for the people of the City of San Gabriel, and far beyond. We are proud to host a remarkable and eclectic array of productions and events ranging from Western Symphonies to Chinese Opera, from Classical Ballet to Ballet Folklorico, from Jazz to Hip-Hop, and some of the best Mariachi bands to colorful Broadway shows.

Coordinating performances at the San Gabriel Mission Playhouse can be fast-paced and demanding, so the ideal candidate will be able to multi-task and thrive under pressure as well as have great customer service skills. Candidates must carefully balance the needs of producers, artists, City staff, and Playhouse staff while taking into consideration the strategic goals of the Playhouse.

Position Summary:

Under the direction of the Mission Playhouse Manager, the Production Supervisor oversees all aspects of events at the Mission Playhouse. Along with overseeing productions and managing staff, the Production Supervisor aides in the operation of the stage, front of house, concessions and box office. This position also drives technical improvement projects on stage and throughout the theater. The production Supervisor will manage production-related technical improvement projects on stage and throughout the building, maintain production supplies, provide input to Playhouse Manager on budgeting needs, and offer suggestions for ways to guide the future development of technical capabilities and production needs at the Playhouse. The position will meet regularly with Playhouse clients and create event estimates and billing paperwork. Knowledge of Qlab, VectorWorks, LightWright, Word, and Excel are desirable. This is a true team environment where we rely on each other's strengths and help perform other duties as assigned. ***Work schedule will vary by week and will require evenings and weekends.***

Minimum Qualifications:

Although other combinations may be considered, a typical way to obtain the knowledge, skills, and abilities would be relevant college coursework and three years of increasingly responsible experience working on live events. Theatrical knowledge in lighting, programming, electrical knowledge, analog and digital live sound mixing, rigging, knots, carpentry, sewing, and the ability to lift up to 25 pounds are required. The ideal candidate will also have at least 2 years of managing and supervising staff and budgets. Possession and maintenance of a Class C California driver's license and satisfactory driving record are also required.

Benefits:

- Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution of up to \$1,568 per month toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS) and a choice of a PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional.
- Optional enrollment in Deferred Compensation 457 Program from CalPERS, ICMA or Empower.

- ***Continued on back*** -

- Optional enrollment in Supplemental Insurance Programs.
- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Payment of retiree (and family) health insurance per established vesting schedule.
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Leaves:

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year (increases with length of service)
- 104 hours of holidays per year
- 32 hours of administrative leave (this position is exempt from FLSA overtime status)

Annual Cash-Out Programs:

- Sick Leave Buy Back: In November of each year, allowed to cash-out of up to 50% of unused sick leave accrued in the preceding 12-month period (November through November).
- Vacation Buy Back: allows cash-out of up to 40 hours of unused vacation leave per year.
- Holiday Buy Back: allows cash-out of up to 8 hours of unused holiday leave per year.

Application Instructions:

Candidates must complete a City of San Gabriel online application. A cover letter and resumé are also required and must be attached to the online application. Failure to follow the application instructions may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **The deadline to submit applications is 5:00 p.m. on Thursday, September 12, 2019 OR when the City receives a sufficient number of qualified applications, whichever occurs first.** *Faxed, emailed, or hard copies of application materials are not accepted.*

Tentative Recruitment Schedule:

The following is the tentative schedule for this recruitment. If you are interested in applying for this position, please plan in advance to accommodate the schedule. Also note that the City reserves the right to revise this schedule at any time if it deems necessary.

- Recruitment Opening.....August 15, 2019
- Application Deadline.....September 12 @ 5pm.
- Panel Interview.....Week of September 23
- Selection Interview.....Week of September 30
- Anticipated Start Date.....October 14, 2019

Candidates whose experience appears to closely meet the City’s needs will be invited to participate further in the recruitment process, which may include a written exam and oral interview. An applicant must pass all components in order to continue in the recruitment process. After a conditional job offer is made the candidate must pass a background check and pre-employment physical.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.
 鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主
 Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.
 La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.
