



San Gabriel

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

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## **Playhouse Operations Supervisor**

**\$6,735 - \$8,187 monthly**  
**(Open Competitive Recruitment)**

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### **THE OPPORTUNITY:**

Welcome to a world of arts and culture! The City of San Gabriel is recruiting for the position of Playhouse Operations Supervisor for the City's historic Mission Playhouse. The Mission Playhouse promotes the development of an artistic program that celebrates the vibrancy of our diverse community by providing a venue for artists, producers, and audiences to come together. Located in the heart of the San Gabriel Mission District, the Mission Playhouse is the focal point of art and culture for the people of San Gabriel, and far beyond.

The Playhouse Operations Supervisor leads the day-to-day operations of the Mission Playhouse. This position provides an exceptional opportunity for the ideal candidate to establish their career in theater production with our historic "City with a Mission." A career with the City of San Gabriel offers excellent pay and benefits, outstanding professional training and development opportunities, and a great location for living and working in Southern California.

### **THE IDEAL CANDIDATE:**

Supervising the operations of the San Gabriel Mission Playhouse can be fast-paced and demanding, and so the ideal candidate is an astute multi-tasker, thrives under pressure, and settles for nothing less than outstanding customer service. The ideal candidate also understands and effectively balances the needs of producers, artists, staff, and stakeholders with the strategic goals of the Playhouse.

### **POSITION SUMMARY:**

Under the direction of the Playhouse Manager, the Playhouse Operations Supervisor oversees all aspects of events event production at the Mission Playhouse. Along with overseeing productions and supervising staff, the Playhouse Operations Supervisor aides in the operation of the stage, front of house, concessions, and box office. This position also manages production related technical improvement projects on stage and throughout the theater, maintains production supplies, provides input to the Playhouse Manager on budgeting needs, and makes suggestions for ways to guide the future development of the Playhouse. The Playhouse operations Supervisor also meets regularly with Playhouse clients and creates event estimates and billing paperwork. Working knowledge of Lighting Design, Audio Design, Theatrical Rigging, and programs such as Qlab, Vectorworks, AutoCad, and LightWright are highly desirable. Knowledge of Microsoft Word and Excel required.

Work schedule will vary by week and will require evenings and weekends. This is an FLSA exempt position.

### **MINIMUM QUALIFICATIONS:**

Any combination of education and work experience may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Completed college coursework related to theater production, with a BA degree being desirable and MA degree being highly desirable.
- Three years of increasingly responsible experience supervising live events.

*- Continued on back -*

- Two years of event costing experience.
- Working knowledge of back of house crew positions & operations, event timelines and standard theatrical equipment.

**Licenses and Certifications:**

Possession of a valid Class C California Driver’s License and ability to maintain a satisfactory driving record throughout employment are required.

**Physical Demands:**

Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

**ADDITIONAL COMPENSATION & BENEFITS:**

- **Retirement:** CalPERS Retirement with 2%@60 for “classic” PERS members and 2%@62 for new PERS members. Participating San Gabriel employees retain their existing PERS status.
- **Health Benefits:** City paid contribution of up to \$1,600 per month for the purchase of medical, dental and vision insurance. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of the City’s group medical insurance with proof of coverage elsewhere. Dental and vision are required.
- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$100 per month to a 457 plan for participating employees. The matching contribution requires the employee to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee’s in this classification are eligible for education premium pay for the following degree(s):
  - Masters’ Degree..... \$300 per month

Degrees must be applicable to local government and/or job related.

- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Long Term Disability (LTD) & Life Insurance:** City paid LTD and life insurance (1x annual salary).
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members, including travel assistance.
- **Bilingual Pay:** \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay must be deemed appropriate for the position and approved by the City in advance of testing.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the City does not make a contribution towards premiums (employee covers all premium/out-of-pocket costs associated with the plans).
- **Paid Leaves:**
  - Vacation: Accrue 80 hours of vacation leave per year to start. Annual accrual rate increases up to 160 hours per year pursuant to the authorized vacation accrual schedule.
  - Sick: Accrue 96 hours of sick leave per year.
  - Holiday: 96 hours of paid holiday time per year.
  - Floating Holiday: 16 hours of paid floating holiday per calendar year (pro rata).
  - Administrative Leave: 44 hours of paid administrative leave per calendar year (pro rata).
- **Annual Leave Cash-Out Options:**
  - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
  - Vacation Buy Back: Option to cash-out of up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).

- Holiday Buy Back: May cash-out up to 8 hours of unused holiday per year (cash-out occurs in January of each year).
- **Alternative Work Schedule:** Depending on the Department’s needs, an alternative 9/80 work schedule may be allowed.

**APPLICATION PROCEDURE:**

Interested candidates must complete a City of San Gabriel online application at [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). Candidates must attach the following documents to their online application: (1) cover letter, (2) professional résumé, (3) a copy of all applicable, desirable, and or required certifications for the position. Applications lacking items 1-3 will be rejected. The filing deadline for this recruitment is **August 24, 2023 @ 4pm, or when a sufficient number of qualified applications has been submitted, whichever occurs first. Please do not hesitate to apply.** *Faxed, emailed, or hard copies of application materials will not be accepted. All inquiries should be made directly to the Human Resources Department.*

**TENTATIVE RECRUITMENT & EXAM SCHEDULE:**

The following is the tentative schedule for this recruitment. If you are interested in applying for this position, please note the schedule and plan in advance. The City will make every effort reasonable to meet this schedule; however, the City reserves the right to revise this schedule at any time if deemed necessary. Please call Human Resources for updates.

- Application Period..... July 25 – August 24
- Oral Appraisal Interview..... Week of September 5
- Department Selection Interview..... Week of September 11
- Pre-Employment Processing..... Approximately 3 – 4 weeks minimum
- Target Start Date..... October 23, 2023

**GENERAL EXAMINATION, SELECTION & HIRING PROCESS:**

The examination, selection, and hiring process typically includes the following:

1. **Application Screening:** All submitted applications will be screened for minimum qualifications. Candidates whose experience appears to closely meet the City’s needs will be invited to participate further in the recruitment process.
2. **Written Exam:** For some positions, a written exam may be administered to help assess applicants for position competency and requirements. Those meeting the minimum qualifications for the position in Step 1 will be invited to a written examination. Typically, the minimum qualifying score on the written exam is 70%. This score may be adjusted depending on the number of examinees, with percentile rankings, average scores and the number of slots available for the oral appraisal interview being used as the basis for adjusting the passing score.
3. **Oral Appraisal Interview:** Those passing Steps 1 and 2 will be invited to the oral appraisal interview. The oral appraisal interview is an assessment of the candidate’s experience and preparation for the position by an impartial panel of subject matter experts. Scores from the oral appraisal interview are typically weighted 100% towards the Eligibility List for the position. Candidates must attain a minimum score of 70% on the oral panel interview to qualify for the Eligibility List.
4. **Eligibility List:** Those attaining a qualifying score on the oral panel interview will be placed on the Eligibility List for this position. Candidates on the Eligibility List are deemed qualified for the position and may be called at any time to participate in a selection interview with the hiring department to fill a vacancy in this position. For more information on Eligibility List requirements, please see Rule VIII of the City’s Civil Services Rules.
5. **Practical Exam:** The practical exam is used as a supplemental evaluation tool and is typically not scored or used for qualifying purposes.
6. **Selection Interview:** Candidates on the Eligibility List may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the position classification.

A selection interview does not guarantee an offer of employment and the Department is not obligated to hire any candidate invited to a selection interview.

- 7. Pre-Employment Process:** Candidates receiving a conditional offer of employment, which requires the successful completion of a selection interview and recommendation to hire from the Department, shall be required to satisfactorily complete the pre-employment process. The pre-employment process consists of (1) supplemental application, (2) medical examination, (3) fingerprint background check, (4) work experience and education verification, and (5) professional reference check. Some position classifications will also require a comprehensive background check and drug screening as part of the pre-employment process. Failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment.

*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.*

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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 圣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.

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HUMAN RESOURCES DEPARTMENT

(626) 308-2802  
hr@sgch.org  
www.sangabrielcity.com

# **APPENDIX A**

## **CLASSIFICATION SPECIFICATION**

### **PLAYHOUSE PRODUCTION SUPERVISOR**

#### **JOB SUMMARY:**

Under general supervision, the Production Supervisor oversees the production of events at the Mission Playhouse; supervises and participates in technical improvement projects on stage and throughout the theater; contacts clients and prepares cost estimates for events; and performs other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

The Production Supervisor is responsible for assisting clients with all production and technical needs for events at the Mission Playhouse. This class differs from the Mission Playhouse Manager due to the level of experience required, complexity of work performed, and level and scope of supervision over staff.

#### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Assists clients with production and technical needs, particularly in the areas of safety and creative issues; prepares cost estimates for clients; prepares and reviews contracts and billing for client signatures; and submits final production reports to the Mission Playhouse Manager.
- Maintains all lighting, rigging, and sound equipment in working order; maintains accurate inventory of all related stage equipment; operates lighting board for clients for rehearsals and performances; sets basic sound designs for clients when needed; designs basic lighting plots as requested; and enforces rules and safety regulations as set forth by applicable local and state laws and municipal codes.
- Coordinates and supervises all rehearsals, put-ins, drag-outs, strikes, rigging, and in house work projects; provides supervision and training for production staff; schedules production staff as needed for rehearsals, performances, and other related activities; determines work procedures and issues written and verbal instructions; and supervises the daily maintenance of the stage and related areas.
- Provides input to the Mission Playhouse Director on budgeting needs and offers suggestions for ways to guide the future development of technical capabilities and production needs at the Playhouse.
- Performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

- All phases in the operation of the theatrical stage; techniques of modern stage lighting; laws pertaining to public assembly and leasing practices; carpentry, sewing, theatrical rigging techniques and principles of electricity as it applies to the theatrical stage; analog and digital live sound mixing; office administration practices and procedures; and City department policies and procedures.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; modern office methods, procedures, and equipment, including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Design lighting for theatrical, dance, and concert events; read and correctly interpret blue prints; draw lighting, scenery, and ground row plots; maintain and repair lighting equipment; assemble multi-scene theatrical sets; and apply scenic touch up painting as required.
- Learn and excel in a variety of programs and software including Cue-lab, Vectorworks, Lightwright, Word, and Excel.
- Understand and follow oral and written directions as provided; work with minimum supervision; create and edit a variety of documents; and organize and maintain office and specialized files.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with sensitive situations and concerned people and customers.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with clients, fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- College coursework related to theater production.
- Three years of increasingly responsible experience working on live events.

**Licenses and Certifications:**

- Possession of a valid Class C California Driver’s License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

**WORK ENVIRONMENT:**

- Work is performed in a standard office setting and at indoor and outdoor facilities. Employee may travel to different locations and may be exposed to inclement weather conditions, noise, vibration, or dust. Noise level in the work environment is usually moderate to high and the employee may be

exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** April 3, 2017

Revised Date: July 1, 2022