



236 Walnut Avenue  
Lakeside, OH 43440  
employment@lakesideohio.com  
www.lakesideohio.com  
www.facebook.com/lakesideohio  
www.instagram.com/lakesideohio  
blog.lakesideohio.com

## ***Hoover Auditorium Stage Crew***

**JOB:** Full/Part-Time, Seasonal (Non-Exempt)

**DEPARTMENT:** Programming

**REPORTS TO:** Vice President of Programming & Hoover Technical Director

**SUMMARY:** The Hoover Auditorium Stage Crew is responsible for the daily maintenance and operation of Hoover Auditorium. The auditorium is home to a busy summer arts series that presents a different performance every night for a total of 75+ shows. In addition, several religious life events and educational programs are presented during the day. Day-to-day work responsibilities include load in, set up and load out of each show, as well as cleaning/maintenance backstage and front of house. The crew also functions as a running crew for every performance.

Must be available to work from mid-May to Labor Day, including days, evenings, weekends and all summer holidays (Memorial Day weekend, Fourth of July and Labor Day weekend). Lakeside provides affordable dorm housing in a camp environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Assist in pre- and post-season cleaning, maintenance and equipment set up
- Perform daily load in, set up and load out of all equipment required for each performance, including staging, sound equipment, musical instruments, etc.
- Perform daily/weekly facility maintenance and stage set-up duties
- Assist Hoover Technical Director with hang and focus of stage lighting
- Assist with performer requests and hospitality needs
- Serve as running crew for shows in one of the following roles: Light Board Operator/Stage Manager, Video Switcher, Camera Operator, Spotlight Operator or Backstage Crew/Assistant Stage Manager
- Communicate with all parties in an efficient and effective manor
- Exhibit strong work ethic and professionalism in all aspects of position
- Ensure the safety of guests, employees and equipment
- Ensure customer relations and satisfaction are of highest priority
- Evaluate Hoover Auditorium Stage Crew mid- and post-season

**QUALIFICATIONS:** To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school upperclassman or college student/graduate with theatre, music or video interest and experience preferred.

**LANGUAGE SKILLS:** The ability to read and interpret documents, such as operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

**MATHMATICAL SKILLS:** The ability to calculate figures and amounts such as discounts, interest, commissions, portions, percentages and to apply the basic math concepts. Keep accurate records by compiling and reporting weekly payroll, fees collected and special events.

**REASONING ABILITY:** The ability to solve practical problems and deal with a variety of concrete variables in situations. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. The ability to interpret a variety of instructions.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must regularly lift and/or move more than 20+ pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**FOR MORE INFORMATION, PLEASE CONTACT:**

employment@lakesideohio.com

*Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.*

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date