

# CITY OF TEMPE

## Temporary Employment Opportunity



Community Services Department · Arts & Culture Division · 700 W Rio Salado Parkway · (480)350-2877 · TDD (480) 350-8400  
www.tempe.gov/arts

### Stagehand I

City of Tempe / Arts and Culture

**Closing Date:** Ongoing until all positions are filled.

**Hourly Wage:** \$16.00-18.00

**Work Schedule:** Varies, not to exceed 19.5 hours per week; evenings and weekends may be required.

#### **This is a Temporary Non-Benefited position**

The Production Team works as a cohesive unit within the Arts & Culture Division to supply phenomenal customer service and foster meaningful creative experiences for all in Tempe. Whether running the light board or audio console, erecting staging and trusses in the park, or assisting the Experience Team with the set up and tear down of events, the Production Team ensures everyone attending has an exceptional experience from start to finish.

#### **Experience & Training:**

One year of work experience in technical theater production; experience in theatrical audio or theatrical lighting desirable.

#### **Essential Job Functions:**

- Assist Production Team and Arts & Culture Division staff with events and physical needs as necessary.
- Work in a team environment to accomplish tasks; establish and maintain cooperative working relationships with public and staff.
- Perform theatrical and event related tasks using lighting, audio, a/v, and theatrical equipment
- Perform event set-up and breakdown functions.
- Load, unload, carry short distances, push and slide objects: scenery, audio and light equipment, program boxes, trusses, tables, chairs, etc. from/to the event spaces, trucks and dollies.
- Must be able to: reach, bend, stoop, and lift up to 70 pounds; communicate clearly and effectively; communicate with other facility staff to ensure coordinated execution; work in a standing or sitting position for up to seven hours; work in a fast-paced environment; follow directions and ask questions for clarification when needed; demonstrate effective organizational skills and initiative.
- Perform related duties as assigned.

**Education:** Equivalent to the completion of the twelfth grade, supplemented by training or coursework in theatrical production, stage craft, theatrical audio, or theatrical lighting.

**Applicant Requirement:** Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization. When applying, please include the Tempe part-time application and the level(s) of Stagehand you are applying for.

**SUBMIT APPLICATION BY EMAIL TO: [production@tempecenterforthearts.com](mailto:production@tempecenterforthearts.com)**  
**In the subject line, enter "Production Application"**

**For questions, contact Kathleen Dooner at [kathleen\\_dooner@tempe.gov](mailto:kathleen_dooner@tempe.gov)**

An equal opportunity/reasonable accommodation employer

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## Temporary Employment Opportunity



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www.tempe.gov/arts

### Stagehand II

City of Tempe / Tempe Arts & Culture

**Closing Date:** Ongoing until all positions are filled.

**Hourly Wage:** \$17.00-19.00

**Work Schedule:** Varies, not to exceed 19.5 hours per week; evenings and weekends may be required.

#### **This is a Temporary Non-Benefitted position**

The Production Team works as a cohesive unit within the Arts & Culture Division to supply phenomenal customer service and foster meaningful creative experiences for all in Tempe. Whether running the light board or audio console, erecting staging and trusses in the park, or assisting the Experience Team with the set up and tear down of events, the Production Team ensures everyone attending has an exceptional experience from start to finish.

#### **Experience & Training:**

Two years of work experience in technical theater production; experience in theatrical audio or theatrical lighting desirable.

#### **Essential Job Functions:**

- Assist Production Team and Arts & Culture Division staff with production or physical needs of any events delivered by the Arts & Culture Division.
- Work in a team environment to accomplish tasks; establish and maintain cooperative working relationships with public and staff.
- Perform theatrical and event related tasks using lighting, audio, a/v, and theatrical equipment.
- Oversee the use of equipment and serve as a functional manager during events.
- Assist Specialists and Crew Chiefs to: ensure operational readiness of all theatrical and event related equipment; complete basic performance related duties.
- Perform event set-up and breakdown functions.
- Load, unload, carry short distances, push and slide objects: scenery, audio and light equipment, program boxes, trusses, tables, chairs, etc. from/to the event spaces, trucks and dollies.
- Must be able to: reach, bend, stoop, and lift up to 70 pounds; communicate clearly and effectively; communicate with other facility staff to ensure coordinated execution; work in a standing or sitting position for up to seven hours; work in a fast-paced environment; follow directions and ask questions for clarification when needed; demonstrate effective organizational skills and initiative.
- Perform other duties as assigned.

**Education:** Equivalent to the completion of the twelfth grade, supplemented by training or coursework in theatrical production, stage craft, theatrical audio, or theatrical lighting.

**Applicant Requirement:** Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization. When applying, please include the Tempe part-time application and the level(s) of Stagehand you are applying for.

**SUBMIT APPLICATION BY EMAIL TO: [production@tempecenterforthearts.com](mailto:production@tempecenterforthearts.com)**  
**In the subject line, enter "Production Application"**

**For questions, contact Kathleen Dooner at [kathleen\\_dooner@tempe.gov](mailto:kathleen_dooner@tempe.gov)**

An equal opportunity/reasonable accommodation employer



# Temporary Employment Application

Community Services | Arts & Culture Division | [www.tempe.gov/ARTS](http://www.tempe.gov/ARTS)

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for \_\_\_\_\_

Do you possess a valid Driver's License (may be required for certain positions)?  Yes  No

Your age group is?  15-17 years  18-20 years  21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States?  Yes  No

Have you ever worked for the City of Tempe?  Yes  No

If yes, from \_\_\_\_\_ (mm/yy) to \_\_\_\_\_ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?  Yes  No If yes, please indicate his/her name, position, and relationship to you:

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To assist us with verifying previous work experience and /or education, please list other names you have gone by:

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Are you a veteran?  Yes  No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From \_\_\_\_\_ To \_\_\_\_\_

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification?  Yes  No

If no, please indicate your highest grade level completed \_\_\_\_\_

**Education from an accredited College/University:**

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Trade and/or Technical Schools:**

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)**

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

Special training *that relates to this position*:

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List computer software program(s) with which you are proficient in operating *that relate to this position*:

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**Language Proficiency (other than English):**

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

**DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.**

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

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Employment Dates (mm/yy):

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Hours Per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

---

Employment Dates (mm/yy):

---

Hours per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

---

Employment Dates (mm/yy):

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Hours Per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

Place of Employment or Volunteer Experience:		
Address:	Phone:	
Job Title:	Employees Supervised:	
Supervisor (Name/Title/Phone):		
Employment Dates (mm/yy):		
Hours Per Week:	Wage: \$	per
Work Performed:		
Reason for Leaving:		

**Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?**

Yes  No *If Yes, please explain:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.</b>		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<b><u>FOR ADMINISTRATIVE USE ONLY</u></b>	
<b>Job Code:</b> _____	<b>Cost Center:</b> _____
<b>Title:</b> _____	<b>Hourly Wage:</b> _____
<b>Supervisor:</b> _____	<b>Weekly Hours:</b> _____