

Stage Staff

# Position Description

**Position Title:** Stage Staff / Technical Stage Staff

**Position Code:** STAT

The Technical Stage Staff (STAT) is responsible for supporting and assisting the Technical Director Entertainment, Stage Production Manager(s) and Head Stage Staff to deliver the best entertainment product to the guests. Duties include working backstage in the various entertainment venues during rehearsals and performances as well as supporting the Entertainment Technical Team, Group Coordinator and certain members of the Entertainment Division's Management Team. The below STAT Job Description must be read together with the relevant ship and entertainment venue specific SOP(s).

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

All duties and responsibilities are to be performed in accordance with Royal Caribbean International's The Royal Way, SQM standards, USPH guidelines, environmental, and safety policies. Each shipboard employee may be required to perform all functions in various food and beverage service venues throughout the ship.

In accordance with Royal Caribbean International's philosophy of *Anchored in Excellence*, each employee conducts oneself in a professional and courteous manner at all times. This consists of physical and verbal interactions guests or fellow shipboard employees and/or in the presence of guest contact and crew areas.

Each shipboard employee may be required to perform all functions in various venues and throughout the ship.

### 1. Reporting Structure

- The STAT reports directly to the assigned entertainment venue's Stage Production Manager(s).
- The STAT's direct supervisor is the Head Stage Staff (who provides a daily schedule for all shipboard duties).

## 2. Show-Related Duties

- Prior to any rehearsals and/or performances, the STAT is responsible for the:
  - assembly of all props, set pieces and equipment for the produced entertainment; and
  - where applicable, inspects equipment to ensure that everything is plugged into the correct power source.
  - prepares the entertainment venue readiness for opening of doors.
- During rehearsals and/or performances, works backstage to:
  - move props and set pieces on the Stage Production Manager(s) call; or as per track sheet.
  - assist performers with costume changes; and
  - operate spotlight equipment, if needed.
- Post rehearsals and/or performances:
  - disassembles all props, set pieces and equipment;
  - sweeps and mops the stage between shows and removes any backstage waste products; and
  - securely stores and maintains all equipment used in the entertainment venue. In the event that any damaged or malfunctioning equipment is found, or if the STAT has any concerns with any of the equipment, this must be communicated to the Stage Production Manager and/or Head Stage Staff.

## 3. Other Duties

- Participates in the set up and break down, assembly and disassembly of equipment and props for functions including, but not limited to, groups, charters, affinity, promotional, incentive, presentations, cruise staff events and activities and various theme night arrangements.
- Takes direction from the Stage Production Manager(s), Head Stage Staff and/or Sound and Light Technicians as to the type and location of sets, props, scenery, lighting, and sound equipment required for specific events.
- Assists and meets Headliners with getting luggage and props on

and off the ship as required.

- Can expect to be on a duty rotation to carry out duties as assigned by the Stage Production Manager(s) and/or Head Stage Staff. These duties include, but are not limited to:

- on boarding day, that all venues are ready for boarding as per Stage Production Manager(s) instructions;

- entertainment venues are open or closed as per the room schedule(s);

- all USPH guidelines are followed as per Stage Production Manager(s) instructions;

- the collection and/or delivery of any supplies for the Stage Production Manager(s); and

- all working spaces remaining clean and organized in a professional working manner.

- Participates in all scheduled rescue trainings.

#### 4. Maintenance & Inventory

- Maintains all props and set pieces of all produced entertainment as it was originally designed and installed.

- Communicates any maintenance needs and item purchases with the Technical Director Entertainment, Stage Production Manager(s) and/or Head Stage Staff.

- Ensures that all props and set pieces in all entertainment venues onboard are secured, attached and/or properly stored to prevent damage or equipment loss in cases of rough seas or high degrees of list.

- Performs minor carpentry and painting maintenance on equipment as well as maintenance duties on stage and backstage areas as needed.

- Prepares and maintains inventory of all props and set pieces in all venues as requested by Technical Director Entertainment, Stage Production Manager(s) and/or Head Stage Staff.

#### 5. Administrative Function

- Attends applicable entertainment and shipboard related meetings as required.

- Ensures that backstage track sheets for produced entertainment is accurately updated; copies of which must be given to the Head Stage Staff for archiving.

- Must understand and comply with all company policies and procedures.

*Performs related duties as required. This position description in no way states or implies that these are the only duties to be performed by the shipboard employee occupying this position. Shipboard employees will be required to perform any other job-related duties assigned by their supervisor or management.*

## **QUALIFICATIONS**

- 1-2 years experience with the assembly and disassembly of stage equipment and props.
- Completion of high school or basic education equivalency required.
- Bachelors or Associates in Technical Theater, Sound, Lights, A/V preferred.
- Background in stage, technical theater and production (i.e. electrical, technical, light and sound preferred).
- Internal candidates must complete a minimum of one (1) full year with the Company in original position hired for.

## **KNOWLEDGE AND SKILLS**

- Knowledge of technical disciplines: sound, lights and rigging.
- Ability to perform minor theatrical repair work (i.e. carpentry and painting).
- Familiarity with ship's operation in relationship to production.
- Keep up-to-date with advancements in the entertainment industry.
- Well versed in various software applications applicable to entertainment technology preferred.

## **PHYSICAL, VISION AND HEARING REQUIREMENTS**

- Physical: Must pass the company required medical evaluation.
- Vision: Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Hearing: Hear in the normal audio range with or without correction.

## **LANGUAGE REQUIREMENTS**

- Ability to speak English clearly, distinctly and cordially.
- Ability to read and write English in order to understand and interpret written procedures. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information to subordinates and colleagues.

*All shipboard employees must be physically able to participate in emergency life saving procedures and drills. Full use and range of arms and legs as well as full visual, verbal and hearing abilities are required to receive and give instructions in the event of an emergency including the lowering of lifeboats. Therefore, the ability to lift and/or move up to 50 pounds is necessary.*