

Venue Stage Manager

IS THIS YOU? You thrive behind the scenes in the fast-paced world of live events, bringing people, schedules, equipment, and safety into sync so every performance runs smoothly. You are a calm, confident live-event production leader who communicates clearly, solves problems decisively, and knows how to guide crews from load-in and sound check through curtain, load-out, and final venue close. If you take pride in creating safe, seamless show-day experiences for artists, touring teams, partners, audiences, and colleagues, the Event Production Supervisor role at Fox Tucson Theatre is your next great opportunity.

Position Overview

The Event Production Supervisor is the Fox Tucson Theatre's primary on-site production leader for assigned events. The position receives the finalized production plan from the Venue Production Manager and directs safe, coordinated show-day execution from crew call and load-in through performance, load-out, strike, and venue close.

The position supervises in-house production personnel, overhire stagehands, department leads, and vendor crews; serves as the principal show-day production contact for touring and technical representatives; verifies that labor, schedules, equipment, access, and safety controls are implemented as planned; and coordinates production activity with affected Fox departments. Routine matters are resolved within the approved plan and delegated authority. Significant safety, contractual, budget, facility, staffing, or scope concerns are elevated to the Venue Production Manager or Director of Production & Facilities.

Requirements

Minimum two (2) years progressively responsible experience in live-event or performing arts technical production, including crew leadership or event-production supervisory responsibilities.

Schedule and Start Date

Full-time. Desired start date no later than November 2, 2026

Compensation: \$25 - \$28/hr, plus generous benefits package

How to Apply: Submit cover letter highlighting interest and relevant qualifications and resume to HR@foxtucson.com; or submit via [Indeed.com](https://www.indeed.com) application portal. Preference given to applications received by October 21, 2026. The Fox Tucson Theatre is proud to be

an Equal Opportunity employer. Women, BIPOC, individuals with disabilities, veterans, and those underrepresented in the live events field are strongly encouraged to apply.

JOB DESCRIPTION

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Review the Venue Production Manager's finalized production plan, confirm show-day readiness, and resolve outstanding questions before crew call.
- Lead assigned events from load-in and technical setup through performance, load-out, strike, and venue restoration.
- Brief, assign, coordinate, and supervise in-house personnel, overhire stagehands, department leads, and vendor crews.
- Serve as the primary show-day production contact for touring personnel, clients, vendors, and affected Fox departments.
- Implement the approved schedule and technical plan, coordinating labor, equipment, access, deliveries, changeovers, and other operational requirements.
- Resolve routine show-day matters within delegated authority and elevate significant safety, budget, contractual, staffing, facility, or scope concerns.
- Promote safe work practices, stop or redirect unsafe activity, and enforce approved venue and production requirements.
- Maintain essential show-day records and provide the Venue Production Manager with a post-event handback covering labor, costs, incidents, changes, equipment issues, and follow-up needs.
- Support technical production, maintenance, inventory, smaller events, relief coverage, and other venue operations as assigned without compromising show-day leadership.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the education, experience, knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

- Demonstrated experience leading technical production crews and coordinating load-ins, performances, changeovers, load-outs, and strikes in a live-event environment.
- Ability to interpret and implement production plans, technical riders, schedules, crew calls, plots, equipment specifications, and related event documentation.
- Working knowledge of theatrical stage systems, rigging, audio, lighting, video, electrical power distribution, and accepted live-event production practices.
- Ability to assign work, establish priorities, communicate clearly, resolve routine operational issues, and coordinate effectively with employees, overhire personnel, touring representatives, clients, and vendors.
- Sound independent judgment, including the ability to remain composed under pressure, recognize the limits of delegated authority, and promptly escalate significant safety, budget, contractual, staffing, facility, or scope concerns.
- Knowledge of applicable OSHA requirements, fire and life-safety requirements, rigging and structural limits, electrical safety, and industry-recognized safe-work practices.
- Ability to work the schedule and perform the physical activities required by event operations, including evenings, weekends, holidays, extended or late-night shifts; prolonged standing or walking; climbing stairs and ladders; using approved lifts; accessing restricted work areas; and lifting and carrying up to 25 pounds and occasionally up to 50 pounds, with or without reasonable accommodation.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.