



## Job Description

<b>TITLE:</b> Stagehand	<b>FLSA STATUS:</b> Part-Time, Non-Exempt, Variable
<b>DEPARTMENT:</b> Frauenthal Center	<b>REPORTS TO:</b> Technical Lead
<b>SUPERVISES:</b> n/a	<b>EFFECTIVE DATE:</b> September 2025
<b>WORK HOURS:</b> Hours and Schedules vary based on Performance needs	

### About Us: Our Vision Statement

The Community Foundation *for* Muskegon County will be a leader in community philanthropy to  
*"Build a vibrant community with great opportunities for all."*

**Job Summary:** A Stagehand provides essential labor and support for theatrical productions and live events. This hands-on role requires a physically capable, dependable, and adaptable individual with strong communication and teamwork skills. Under the direction of the stage manager or technical lead, the stagehand helps ensure that all aspects of the production run smoothly, efficiently, and safely.

This "variable staff position allows you to choose the shows/events you can work. The hourly rate is \$16 per hour, and you're guaranteed pay for at least four hours (actual shift lengths will vary).

### Key Responsibilities:

1. Move and transport equipment, sets, and road cases during the load-in and load-out of productions
2. Assist in assembling and disassembling stage equipment, including lighting, sound, props, and scenic elements, before and after performances
3. Move and reset props, furniture, and scenery during scene changes, often in a fast-paced environment
4. Assist specialized technicians with setting up, adjusting, and testing lighting, audio, and video equipment
5. Open and close curtains, operate scenery-moving machinery, and perform other backstage tasks as directed

### Knowledge, Skills, and Abilities

- **Our ideal candidate will possess:**

- The ability to lift and carry heavy equipment (up to 50–75 lbs) and to stand, walk, climb, and kneel for extended periods
- The capacity to work long and irregular hours, including nights and weekends
- Strong interpersonal skills to collaborate effectively with other crew members, directors, and performers
- Some familiarity with stage production, lighting, and sound equipment is preferred
- Attention to detail to keep track of equipment and ensure all tasks are completed correctly
- Must be able to maintain confidentiality and a high level of professional conduct at all times

**To apply**, send a cover letter and resume to [receptionist@msukegonfoundation.org](mailto:receptionist@msukegonfoundation.org) by September 28, 2025.

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### **Work Environment and Physical Requirements:**

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required, sometimes for extended periods, to stand or sit. This role routinely uses standard office equipment such as computers, phones, multi-function machines, and filing cabinets. The employee is occasionally required to climb stairs; use hands to type, finger, handle, or feel; reach with hands and arms; balance, stoop, kneel, or crouch; and get in and out of vehicles. The employee must occasionally lift and/or move small or large objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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### **EEO Statement:**

The Community Foundation for Muskegon County prohibits discrimination and harassment of any type on the basis of race, color, religion, age, sex, national origin, disability status, genetics, military status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

The Community Foundation for Muskegon County is committed to the full inclusion of all qualified individuals. As part of this commitment, the Community Foundation for Muskegon County will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the CFO or their designee.

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### **Disclaimer:**



The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.