

JOB PROFILE	<b>Department</b>	Entertainment					
	<b>Aim of the Position</b>	Coordinating all technical aspect of entertainment department in managing and supervising the use and maintenance of all electrical equipment, in accordance to company set standards and procedures					
	<b>Role Description</b>	<b>Job Title</b>	Stage Manager				
		<b>Line Manager</b>	Stage & Production Manager				
		<b>Incentive Bonus</b>	Yes				
		<b>Resources Managed</b>	10 or more				
		<b>Budget Managed</b>	No				
		<b>Education and Professional Experience</b>	<ul style="list-style-type: none"> <li>Secondary or higher education certificate preferred.</li> <li>At least 2 years' experience in similar position with other cruise company or other theater</li> <li>At least 4 years' experience as Light &amp; Sound Technician / Lounge Technician / Stage Operator with an entertainment company and/or other cruise company</li> </ul>				
		<b>Professional Certificate</b>	Stage Lighting, Sound and Projection relevant certificate				
		<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>MS Office application</li> <li>Knowledge and skills in managing and handling sound, video, lighting, and other operating technical equipment</li> <li>Knowledge and skills in DiBox, Splitter, Stage Audio Mixer, Sound and light patches, Sound recording techniques (use of the microphone), Follow-spot, Use of professional cameras, Cables, Music stand, Basic electronic maintenance, Use of rigging and winch, AMX, Hand Operating Terminal (H.O.T.), Stress management</li> </ul>				
<b>Language Skills</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
		<i>(A1-A2)</i>	<i>(B1)</i>	<i>(B2)</i>	<i>(C1)</i>	<i>(C2)</i>	
	English			√			
	Mandarin *						
	3 <sup>rd</sup> Language *						
Other **							
<b>LANGUAGE SKILLS – Level</b>							
<b>5</b>	C2	Can understand with ease everything heard or read. Can express very fluently and precisely differentiating shades of meanings. Mother tongue					
<b>4</b>	C1	Can understand a wide range of demanding, longer texts and recognize implicit meaning. Can express fluently and spontaneously					
<b>3</b>	B2	Can understand the main ideas of complex texts. Can interact with a degree of fluency and spontaneity with native speakers					
<b>2</b>	B1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, leisure, etc.					
<b>1</b>	A1	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type					
	A2	Can communicate in a simple and direct exchange of information					
* one of the following: - Italian, French, German, Spanish, Portuguese, Mandarin; ** Japanese, Korean, Bahasa							

JOB DESCRIPTION	Main Responsibilities	Description	Relevance *	PM Form
		Manages the maintenance directly or requests maintenance intervention, in order to provide a prompt repair or substitution of the equipment, in accordance with Company procedures	3	√
Manages the reports of the done and requested maintenance in order to track the interventions and inform on maintenance status, according to Company procedures	3			
Provides requests for consumables, replace missing equipment, adhering to Company procedures	3			
Ensuring that Safe Lifting Techniques are practiced at all times	3			
Participates in rehearsals and all activities in the theatre, in order to supervise the operations and provide a prompt intervention in case of need, in accordance with Company standards	3	√		
Ensuring that the best stage technical support is offered at all onboard events and functions and support light & sound technical	3	√		
Responsible for the day-to-day set-up and operation of the ship's stage technical equipment such as, but not limited to, operating rigging, lifting, spinning system, stage suspension rail, fog machine	3	√		
Responsible for rigging, focusing, operating and maintaining the stage technical equipment used to help create the live entertainment experience	3	√		
Operating manual and computer-controlled stage systems during a production show	3	√		
Visiting all areas of responsibility regularly to ensure that all stage technical are working properly, and that the Presenters are satisfied with the support that they are receiving and support the light & sound system	3	√		
Ensuring that all shows, parties and functions are set up and ready a minimum of thirty (30) minutes prior to doors opening	3	√		
Monitoring and controlling the inventory of all stage technical equipment	3	√		
Familiar with all audio-visual equipment onboard (such as, but not limited to, sound, lights, video, backstage operations and disco procedures.)	3	√		
Reporting all equipment failures and deficiencies to Stage & Production Manager	3	√		
Reporting any and all scheduling discrepancies to Stage & Production Manager and following up accordingly	3	√		
Plans all the stage technical equipment related activities in the theatres and other venues in order to respect the scheduled programs and performance, according to Company rules	2	√		

## HR FLEET – JOB PROFILE AND DESCRIPTION

### Stage Manager

		Organizes and plan the various duties of the personnel in order to guarantee respect of working hours rules and fairness on location assignment in accordance with Company regulation	2	√
		Collaborates in embarking and disembarking (equipment, scenery, instruments) when needed, in order to support entertainment activities following Company procedures	2	
		Coordinates the technical work regarding personnel, equipment and musicians with shore side offices, in order to be aligned in accordance with Company procedures	1	√
		Controls inventories supported by the team, in order to guarantee their conformity in compliance with Company rules	1	
		Performs other duties / tasks if required by Line Manager	1	
		Facilitate a work environment that supports a successful safety culture. Is responsible for ensuring that his/her team implements and maintains an effective supervision and management of workplace. Enforce and promote Safety procedures in the team/Department under responsibility	3	
(*) Relevance – 1 Marginal; 2 Secondary; 3 Primary				