

ALLEY THEATRE

JOB DESCRIPTION

POSITION:	Carpenter
DEPARTMENT:	Scenery
FULL TIME OR PART TIME:	Full Time
CLASSIFICATION: (Annual Salaried; Annual Hourly; Seasonal Salaried; Seasonal Hourly)	Seasonal Hourly
SCHEDULE: Describe typical schedule (weekdays, weeknights, holidays and/or weekends)	Weekdays, some weekends & holidays 40-60 hours/week
EXEMPT OR NON-EXEMPT STATUS:	Non-Exempt
IMMEDIATE SUPERVISOR:	Technical Director Associate TD

STATEMENT OF JOB:

A Carpenter is responsible for the building and installation (load-in) of scenery for assigned shows using a variety of methods and materials.

JOB DUTIES:

- The construction, maintenance, moving and setting up of scenery and related items as assigned. Tasks will include, but not be limited to: traditional scenic construction techniques, metal working and welding, framing through finish carpentry, Rigging standards and techniques, sewing and stretching of soft goods, Ability to understand and build from both design & technical drawings, paint as needed.
- Develop a complete and thorough understanding of all drawings and paperwork for each production and assist in the dissemination of that information.
- Actively participate in all builds, strikes and load-ins for each production.
- Participate in the day-to-day maintenance of the scene shop and its equipment.
- Help implement and practice safety policies in the scene shop.
- Related duties as required by the Technical Director/Associate Technical Director.
- Physical requirements include: routinely lifting thirty to fifty pounds, some ladder work, and work heights up to 30 feet.
- At the beginning of employment the theatre will provide the Carpenter with a set of tools as outlined in the Tool Contract. The Carpenter will be required to bring all tools as outlined above, to each work call. Employee acknowledges that loss of any of the above items during the contract term or failure to return any of the tools at the end of employment will automatically result in replacement charges to the employee.
- Represent the theatre's technical resources as required by the Production Manager for theatre programs including, but not limited to: special events, education and community outreach programs, building rentals, and other non-Alley building functions.
- Act in concert with the theatre's safety policies.
- Approach and carry out duties, as designated above, with a positive attitude!
- **Additional duties as assigned.**

In addition to the duties listed above, the Alley Theatre expects the following of each employee: adheres to theatre's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in Alley Theatre events as needed or required; and completes other duties as assigned.

REQUIREMENTS:

Reports to:

- Technical Director
- Associate Technical Director

Works Closely with:

- Scenic Designers
- Scenic Artists
- Properties Department

Education, Experience and Skills Required:

- Be able to routinely lift 30 to 50 pounds
- Regular ladder work up to 30 feet.
- Maintain assigned tools
- Capacity to solve problems and engage in creative thinking about challenges
- Maturity and understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment
- Ability to work long hours and to manage an irregular schedule including weekends and holidays
- Minimum 2 years experience in theatrical carpentry
- Ability to read and interpret working drawings
- Knowledge of standard and safe rigging practices
- Knowledge and ability in a variety of scenic construction methods
- Shown proficiency in theatrical construction techniques