



JOB DESCRIPTION/SCOPE OF WORK

ASSISTANT TECHNICAL DIRECTOR/CARPENTER Seasonal Salaried

Immediate Supervisor(s): Technical Director
Schedule: TBD
Salary: \$750/week (40 hours)
Housing (if needed): provided
Start Date: May 25
End Date: July 25

STATEMENT OF JOB:

The ATD/carpenter will work productively building, installing, teching and striking scenery for the Mainstage season. The carpenter may assist the Technical Director in delegating work to the carpentry crew as well as helping with the daily operations, leadership, and administration of the scene shop.

JOB DUTIES:

GENERAL RESPONSIBILITIES:

- Reporting to work on time, prepared to work
- Completing assigned daily tasks
- Follow and practice safe work methods and safety procedures
- Follow procedures and policies in the Seasonal Employee Handbook
- Follow and enforce any and all Hangar Theatre Company and Health Department Guidelines related to COVID-19

SPECIFIC RESPONSIBILITIES:

- Participate in the construction, load-in, and strike of scenery as assigned
- Upon request, provide input or suggestions on projects
- Report all maintenance notes, tool repairs, and re-supply needs to the Technical Director
- Work with the Technical Director on any rigging and automation projects
- Serve as the Shop Supervisor as assigned
- Assist in the repair and maintenance of scene shop tools
- Assist in the transportation of scenery as required by rehearsal needs
- Use proper safety equipment and methods for the job assignments; request proper safety equipment from the Technical Director for special situations
- Attend Design Meetings, Production Meetings, and technical rehearsals as needed/appropriate
- Assist in the general maintenance of the scene shop and its equipment
- Help maintain the theatres and building complex as needed. Participate in minor renovations/repairs as necessary
- Adhere to the theatre's safety policies.
- Assist with supervision and training of shop staff including interns and fellows
- Assist with the training of show crew as necessary
- Approach and carry out duties, as designated above, with a positive attitude
- Additional duties as assigned

REQUIREMENTS:

- Outdoor Theatre experience (preferred)
- Minimum of 2 years experience in theatrical carpentry, or equivalent practical experience
- Previous summer theatre experience (preferred)
- The Physical Requirements include: routine lifting of 30 to 50 lbs, occasional work on ladders, catwalks, scissor lifts, and other personnel elevation devices
- Valid driver's license with a vehicle (preferred)
- Ability to teach skills and work with carpentry crew of varying skills
- Ability to read and interpret technical drawings
- Proficiency in theatrical construction techniques
- Knowledge of Vectorworks and/or AutoCad
- Knowledge of standard and safe rigging practices
- Knowledge and skill in a variety of scenic construction methods
- Proficiency in metalworking techniques
- Knowledge of safety equipment and products
- Knowledge of safe handling and disposal of hazardous materials
- Knowledge of industry and OSHA standard safety practices
- Excellent verbal and written communication skills
- Capacity to solve problems and engage in creative thinking about challenges; Ability to brainstorm ideas in a group setting.
- Maturity and understanding of the artistic process and excellent interpersonal, organizational, collaborative, communication and leadership skills
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment
- Ability to work on multiple productions within tight timelines and budgets
- Ability to manage an irregular schedule
- Ability to supervise, train and work with interns and fellows

