



POSITION DESCRIPTION/SCOPE OF WORK

CARPENTRY FELLOW Seasonal

Immediate Supervisor(s): Technical Director, Assistant Technical Director
Schedule: TBD
Stipend: \$300/wk
Housing (if needed): Shared Room, kitchen and bath
Start Date: May 25
End Date: September 1

STATEMENT OF POSITION:

The Carpentry Fellow will work productively building, installing, and striking scenery for the Mainstage, KIDDSTUFF, and Wedge Seasons.

DUTIES:

GENERAL RESPONSIBILITIES:

- Reporting to work on time, prepared to work
- Wearing work appropriate clothing
- Completing assigned daily tasks
- Follow and practice safe work methods and safety procedures
- Follow procedures and policies in Seasonal Employee Handbook

SPECIFIC RESPONSIBILITIES:

- Participate in the construction, load-in, and strike of all scenery
- Report to the Technical Director/Assistant Technical Directors for job assignments and information
- Upon request, provide input or suggestions on projects
- Report all maintenance notes, tool repairs, and re-supply needs to the Technical Director
- Use proper safety equipment and methods for the job assignments; request proper safety equipment from the Technical Director for special situations.
- Possibly serve as the Assistant Technical Director on a KIDDSTUFF or Wedge production.
- Assist in the general maintenance of the scene shop and its equipment.
- Assist with the training and supervision of interns
- 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.

REQUIREMENTS:

- Typically minimum 2 years undergrad experience in scenic carpentry
- Previous summer theatre experience
- Maintain scene shop tools
- Metalworking (preferred)
- Rigging knowledge (preferred)
- Valid driver's license and vehicle (preferred)
- Ability to read and interpret technical drawings
- The Physical Requirements include: routine lifting of 30 to 50 lbs, occasional work on ladders, catwalks, scissor lifts, and other personnel elevation devices
- Excellent verbal and written communication skills
- Maturity and understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills
- Ability to work on multiple productions within tight timelines and budgets
- Ability to work long hours and to manage an irregular schedule

