



POSITION DESCRIPTION/SCOPE OF WORK

KIDDSTUFF Production Fellow

Immediate Supervisor(s):	KIDDSTUFF Technical Director
Schedule:	TBD
Salary:	\$600/wk (40 hours)
Housing (if needed):	Information available upon request
Start Date:	June 29
End Date:	July 25

STATEMENT OF POSITION:

The Production Fellow will work productively building, installing, and striking scenery and lights for the KIDDSTUFF seasons.

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

SPECIFIC RESPONSIBILITIES:

- Participate in the construction, load-in, and strike of all scenery
- Assist with general scenic painting projects, if needed
- Report to the Technical Director 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 job assignments; request proper safety equipment from the Technical Director for special situations.
- Assist in the general maintenance of the scene shop and its equipment.
- Assist with the training and supervision of interns
- Adhere to the theatre's safety policies.
- Approach and carry out duties, as designated above, with a positive attitude.
- Additional duties as assigned.

REQUIREMENTS:

- Outdoor Theatre experience preferred
- Typically minimum 2 years experience in scenic carpentry, or equivalent practical experience (can be at school or community theatre)
- Previous summer theatre experience (preferred)
- 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 manage an irregular schedule