

## **Job Description Artists Repertory Theatre**

Job Title: Master Carpenter

Reports To: Production Manager, Scene Shop Foreman, Technical Director

FLSA Status: Full-time; non-exempt

The Master Carpenter supervises the actual cutting, covering and assembling of all units of scenery called for by the working drawings. They assign work to each member of the building crew and check the progress of each unit under construction. They see to it that the scene shop is kept clean and that all tools, materials, hardware and stock are kept properly stored.

### **Key responsibilities include:**

- In collaboration with the TD, shop foreman, and charge artist, create priorities and a schedule for the build/load in.
- Communicate with the Technical director to ensure a faithful interpretation of the design.
- Attend production meetings for all Artists Rep productions, as needed.
- In collaboration with TD and shop foreman, oversee staff work assignments, ensure quality of craftsmanship, and adhere to deadlines for all aspects of the scenery department.
- Manage and oversee a clean, tidy and safe work environment.
- With the Shop Foreman, maintains all tools, stock and hardware.
- Evaluate, suggest and implement improvements to the work-flow and environment Artists Repertory Theatre is creating for staff, artists and patrons.

### **Duties (including but not limited to):**

#### **Staffing:**

- Supervise staff.
  - communicate the structural/mechanical needs of the set to all members of the shop staff
  - Delegate projects based on the experience, strengths, and skill level of each member of the build crew, and the goals of the day and priorities of the production.

#### **Planning/Scheduling:**

- Work with the production staff to create a build/load-in plan for all productions.
- Complete or provide for completion of scenic tech notes before the photo dress rehearsal, when possible
- If any notes cannot be reasonably completed in the allotted time, the Master Carpenter must consult with the production manager, scenic designer, shop foreman, and technical director to reach a reasonable compromise.
- Work with the Shop Foreman to determine who will take lead on specific projects.

#### **Administrative:**

- Attend all Artists Repertory staff meetings, production meetings, and special strategic planning meetings as needed.
- Observe/provide feedback on job performance.

**Technical:**

- Oversee the final outcome of build to ensure stylistic continuity of the work, and timely delivery of the finished set.
- Maintain quality and complete notes during the run of each production.
- Demonstrate exceptional abilities in carpentry, problem solving and comprehension of mechanical drawings
- Some knowledge of welding would be beneficial.
- Maintain tools and track stocks of materials and scenic elements
- Maintain a clean, tidy and safe work environment (kitchen, office, shops, rehearsal rooms, etc.)

**Benefits:**

Flexible schedule

25 days (200 hours) of paid time off

Paid holidays

Positive, fun environment; bring your dog to work

Full health insurance, including eye care and alternative care (chiropractor, acupuncturist)

**To Apply:**

Please send a cover letter and résumé to [jobs@artistsrep.org](mailto:jobs@artistsrep.org) with CARPENTER in the subject line by June 25, 2018. No phone calls, please.

Artists Repertory Theatre is committed to fostering a diverse, equitable, and inclusive workplace. The position will remain open until a diverse list of qualified candidates has been assembled.

Artists Repertory Theatre does not discriminate in its hiring and employment practices against any applicant because of race, color, creed, age, national origin, religion, political affiliation, marital status, disability, sexual orientation, gender identification, or any other basis protected by local, state or federal law.