

Master Scenic Carpenter

Department	Production	Salary	\$24.79/hr
Supervisor	Assoc Technical Director and Technical Director	Status	Seasonal, Full time, Exempt (typically works 40 weeks per year)
Revised	July 2021	Location	Seattle, WA

The Master Scenic Carpenter, under the supervision of the Technical Director and Associate Technical Director, oversees the building and maintaining scenic elements to achieve scenic designer's artistic vision for all ACT productions. This position is covered by ACT's Collective Bargaining Agreement with IATSE Local 15.

SPECIFIC JOB FUNCTIONS

Scenery Fabrication <ul style="list-style-type: none"> Fabricate or modify scenic elements as necessary for ACT theatrical productions. Lead and participate in the installation of stationary, automated, and flying scenery Develop alternate means for solving special designing problems relating to structure, material, cost, size, weight or artistic objective of set pieces. Work on offstage areas: may include fabrication and installation of railings, seat installation or removal, modification of voms and crossovers. Assist other departments and shops with projects that require specialized knowledge or additional support. 	50%
Scene Shop Technical Maintenance and Safety <ul style="list-style-type: none"> In collaboration with Associate Technical Director, ensure builds and load-ins adhere to proper safety regulations and all ACT health and safety policies. Responsible for the upkeep, cleanliness, organization of scene shop, scenery storage, and backstage areas. Uphold shop safety by overseeing the maintenance of machinery, equipment, and tools. 	20%
Scene Shop Leadership <ul style="list-style-type: none"> Work with the Associate Technical Director to continually improve the scene shop and the quality of our work and work place. Track carpenter hours and submit timesheets for biweekly payroll. In conjunction with Technical Director or Assistant Technical Director, see to the continued operation of the scene shop and coordination with other shops. Assist in maintaining open communications within the scene shop and with other production departments. 	25%

<ul style="list-style-type: none"> • Communicate and delegate tasks to others, without direct supervision, in order to keep the flow of work moving forward at an efficient rate. • Lead and/or supervise build crews to get work done efficiently and safely. 	
<ul style="list-style-type: none"> • Additional duties as assigned including some facility maintenance work. 	5%

Qualifications/Skills

- Minimum 3 years' experience working in a professional scene shop or similar related experience, with experience leading crews
- A broad skill base and knowledge in carpentry, rigging, metalworking, and automation installation and operation.
- Knowledge of a wide variety of construction materials and methods used in the theater to construct theatrical scenery.
- Capacity to solve problems and engage in creative thinking about challenges in a group setting.
- Training and education in safe operation of stationary and portable power tools, hand tools, stage rigging and equipment.
- Excellent organizational skills.
- 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.
- Familiarity with Microsoft Office and VectorWorks.
- Familiarity with the Creative Connors System a plus.
- Valid driver's license. Must be comfortable driving ACT Shop Truck (Toyota Tundra)
- Effective communication skills – verbal and written

Equity and Inclusion

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to diversity, equity and inclusion

ACT Theatre Mission and Vision

- Mission: ACT is a contemporary theatre where artistic ambition and civic engagement unite.
- Vision: ACT envisions a world where the power of theatre expands our collective understanding of community and our own humanity.

Peak Performer Commitments

ACT's values and principles guide our work, relationships and decision-making. We encourage our employees to practice forward thinking and curiosity-driven learning. We emphasize inclusivity of voices, experiences, and

cultures, and seek to be a transformative agent for change in individuals, communities, and societies. We are civic minded, and believe in the spirit and strength of shared purpose and collective responsibility.

Essential Physical Skills

- Ladder and stair-climbing is required.
- Must be comfortable working at heights on uneven surfaces.
- Ability to lift 30lbs solo and 50lbs in tandem repeatedly.
- Ability to push or maneuver 70lbs repeatedly

Environmental Conditions

- Scene shop environment
- Some evening and weekend work required during load-in and tech weeks.
- Limited computer work

Disclaimer:

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All MOG employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

Employee Name

Signature (Verifying receipt and understanding of this job description)

Date