



Marcus Performing Arts Center Position Description

Job Title	Staff Stagehand / Head Carpenter
Department	Production
Reporting To	Technical Director
FLSA Status	Non-Exempt
Employment Status	Full-Time
Direct Report(s)	None

JOB SUMMARY

Under the general supervision of the Technical Director, the Staff Stagehand/ Head Carpenter responsible for overseeing and coordinating projects from start to finish, ensuring quality craftsmanship, timely completion, and adherence to project specifications related to the performance of events presented in the venues of the Marcus Performing Arts Center as covered by the labor management agreement between the Marcus Performing Arts Center and the I.A.T.S.E, Local 18. This is a seasonal (Sept – June) position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains all theatrical systems: partners with Dept Heads on rigging, lighting, sound, projection and communication systems. Repairs or replaces when necessary.
- Providing pre-production, production and post-production and maintenance services as assigned
- Operates all technical systems related to the presentation and set up of theatrical performances, meetings and other events.
- Assist other production department personnel when engaged non-jurisdictionally in the set-up, operations, technical production, maintenance of the facility and equipment, and other circumstances as outlined in the Collective Bargaining Agreement.
- Work with the Production Department Staff and other departments to accomplish the following:
 - Analyze and implement improvements on department related systems for efficiency, operations effectiveness, and safety.
 - Provide input on equipment purchases, rentals, repairs, and upgrades.
 - Maintain an inventory of department spare parts, tools, and supplies.
 - Maintain a maintenance log of service and equipment history for items in the inventory.
 - Inform Management when perishable supplies need to be replenished on a timely basis.
 - Provide recommendations to Production Department management regarding personnel required, both in number and skills, to meet department schedules and responsibilities.



- Adhere to Standard OSHA and Theatrical Safety Practices.
- Secures all stage and technical areas after an event.

This job describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

Education and Experience

- Must possess a working knowledge, a professional skill level, and trade "craftsmanship" associated with the duties and responsibilities of a Head Carpenter in regard to touring productions, concerts of all genres, dance events, musical theater productions and other live events that may be booked at the venue.
- 3+ years of experience within stagecraft, stage systems and general working knowledge of lighting, audio, video and stage rigging.

Knowledge, Skills and Abilities

- A commitment to the arts and arts education
- Ability to be appreciative of diverse perspectives, and a commitment to the organization's initiatives regarding racial equity, diversity, and inclusion (REDI)
- Ability to provide leadership for department personnel and to analyze department schedules and responsibilities in order to best utilize personnel.
- Ability to delegate work responsibilities to other production personnel working within the department.
- Must be able to operate standard theatrical equipment (platforms, genie lifts, rigging systems, automation systems).
- Ability to work cooperatively with a variety of clients and serve as liaison with departments to coordinate and plan efficient work schedules.
- Technical knowledge of: basic computer operation, electronics, theatrical lighting and sound systems, stage rigging systems, basic stagecraft and maintenance/repair of stage properties.
- Must have functional understanding and use of Microsoft Outlook, Excel, and Word,
- Preferred ability to draft 2D in AutoCAD 2012 or higher
- Ability to read technical documents and drawings
- Ability to read and understand blueprints and manuals



- Must have sensitivity to the needs of staff, designers, guest artists, faculty, and student performers and a proven ability to work collaboratively with others.

WORK ENVIRONMENT / JOB SPECIFICATIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; climb or balance; and reach above shoulders extensively. The employee is occasionally required to sit, stoop, knee, crouch or crawl. The ability to lift up to 50 pounds is required. Close vision, distance vision, color vision, depth perception and the ability to adjust focus is required. The ability to hear for the purpose of sound mixing is essential. The employee must be able to climb stairs. The employee is also required to use hand and power tools.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee will be exposed to the following conditions: work long hours, sometimes 8 - 14 hours per day; work in high, precarious conditions; and work with the risk of electrical shock. The noise level in the work environment is usually loud.