



POSITION AVAILABLE — MASTER CARPENTER

1 YEAR (Renewable) CONTRACT

Start Date is negotiable pending candidate availability

BRIEF DESCRIPTION of Position

As indicated on the organization chart at the end of the document the Master Carpenter works under the supervision of the Technical Directors building and maintaining the scenic elements, while contributing to all technical aspects of LCT programming. This includes but is not limited to LCT's professional eleven show season: five Main Stage; four small touring shows; and two Learning Stage Series productions in three theatre spaces: 300 seat $\frac{3}{4}$ thrust stage; 120 seat (carpeted riser) proscenium space, and a proscenium jewel box opera house (full purchase fly system) rental venue with 1100 seats. Primary responsibilities are included in the job description.

Special Requirements / Knowledge Desired:

- BA/BFA in Technical Theatre required / MFA preferred OR equivalent 3-5 years experience working in a theatrical scenic environment with 1-3 years experience supervising crews.
- Highly motivated, self-starter with excellent organizational, interpersonal, and managerial skills.
- Strong communication and collaborative skills including sensitivity to the needs of staff, designers, guest artists, and student performers.
- Ability to read ground plans, sections, and other theatrical plans.
- Ability to work with and train multi-skill level crews including professional staff, company interns, over hire artisans, students, and volunteers ages 14 and up.
- Must successfully demonstrate a working knowledge and understanding of structural analysis as it pertains to theatre, as well as a working knowledge of a variety of construction skills, including, but not limited to woodworking and mig welding.
- Proficient in the operation and maintenance of a wide variety of shop equipment.
- A working knowledge of PC computer skills; Microsoft Word, Microsoft Excel, Outlook, and AutoCAD or Vectorworks.
- Must be able to lift up to 50 lbs, and climb stairs and ladders comfortably.
- A valid driver's license.
- Knowledge of sound, lighting, painting, rigging, and metalworking is beneficial but not required.
- Possesses a sense of humor and works well with others.

JOB DESCRIPTION — MASTER CARPENTER

Reporting to the Charge Artist / Technical Director (CA/TD) and Lighting Designer / Technical Director (LD/TD) the Master Carpenter (MC), a full time staff position, facilitates, contributes to, and guides the careful, safe, and effective construction, installation, and maintenance of scenery for all aspects of LCT programming. The MC works with the Technical Directors (TDs) to ensure that the scene shop and all tools and equipment are functional, appropriately maintained, dependable, and organized. The MC assists the TDs in devising the build plan, developing and disseminating production schedules and assignments, while participating in all aspects of construction, installation, runs, maintenance, strikes, and rentals in our home facilities and regional venues including, but not limited to, welding, carpentry work, rigging, painting, etc. The MC participates in and contributes to LCT's collaborative artistic philosophy understanding that all scene shop artisans contribute in all technical aspects of any given production. The MC serves as a mentor for the production interns and, when working interdepartmentally, other production personnel in accordance with

LCT's commitment to the advancement of young professionals in the field of theatre, while upholding and implementing LCT's mentoring philosophy, mission, vision, values, and goals statements.

The Master Carpenter is expected to:

- Familiarize yourself with the scripts and all set construction plans, drawings, sketches, renderings, and models.
- Attend production, design, and staff meetings as applicable.
- Attend all designer runs and technical rehearsals.
- Attend other miscellaneous meetings (Season planning, feedback and response, etc.) as needed / desired.
- Participate as needed for rentals, special events, fund-raisers, performance workshops, and limited facility maintenance, etc.
- Strive to see the big picture and work toward anticipating and solving problems.

The Master Carpenter's primary responsibilities include:

- Facilitate, contribute to, and guide the careful, safe, and effective construction, installation, and maintenance of scenery for all aspects of LCT programming.
- Assist the TDs in the budgeting of scenery.
- Consult with the TDs to fully understand the rules, regulations, safety procedures, and protocols to follow during the build.
- Formulation of, or contribution to, the creation of working drawings.
- Help the TDs generate a production schedule for scenery construction.
- Establish an appropriate work schedule with the TDs, in accordance with normal shop hours.
- Assist the TDs with planning construction projects to utilize space, time, materials and tools in an efficient manner.
- Leads the construction of specialty pieces.
- Communicate regularly and clearly with the TDs and other shop personnel.
- Assist the TDs with the appropriation of materials for the scene shop.
- Maintain the safety and cleanliness of all workspaces.
- Enforce safe work habits in all workplaces.
- Drive an LCT Vehicle when necessary.
- Assist with the training and instruction of all shop personnel, over hire, and volunteers.
- Assign appropriate tasks to the work crews; supervise crews on the construction site.
- Assist with all load-ins, installs, set-ups, and strikes for all productions.
- Assist the TDs with problem solving during all phases of the production.
- Verify that all projects are built in accordance with the drawings, and proactively consult with the TDs when questions arise or when a decision needs to be made regarding the building/rebuilding of a set piece.
- Assist with the technical elements of the production during technical rehearsals.
- Make repairs during the run of the show.
- Coordinate the strike of all scenic elements with the TDs.
- Supervise a crew during strike and make certain that tools and materials are stored properly.
- Verify, at the end of each workday, that tools and lumber are properly stored away; and that the scene shop (and/or theatre) space is safe, swept and clean.
- Execution of any other duties as necessary.

BENEFITS:

- Salary \$16,900 — \$18,200 DOE a year (paid by direct deposit on the 15th and last day of the month)
- Paid leave:
 - 7 Major holidays
 - 5 vacation days (does not accrue)
 - 3 personal days (does not accrue)
 - 5 sick days (may accrue year to year)
 - Approximately two weeks off over winter break
- Health Insurance (at no cost to employee) active after three months of employment
- Option for retirement investment plan through the company
- Housing in a 6 bedroom, 2 bath, 2 kitchen, 2-story ranch home. (a \$325 per month value)
 - No deposit required

- Laundry facilities provided
- Backs up to a park
- An internet and utilities fee of \$10.40 a week is deducted from salary. (only 40% of actual costs – LCT supplements the rest)
- Fully furnished

TO APPLY SUBMIT THE FOLLOWING TO lct.hiring@gmail.com:

- Cover letter, resume, and contact information for three current professional references (.pdf or Microsoft word 2007 compatible)
- A portfolio of construction samples, preferably including at least one show with original design renderings for comparison.
- An example of working drawings with finished project for comparison.
- OR include links to online portfolios that meet these criterion.

