

Lead Scenic Carpenter

Department	Production	Status	Full-Time/Seasonal (48-50 weeks per year), Non-Exempt
Supervisor	Associate Technical Director	Location	Seattle, WA (Onsite)

SUMMARY

The Lead Scenic Carpenter is a key member of the scenery construction team of ACT Theatre. The Lead Scenic Carpenter is responsible for working collaboratively with the Head Carpenter, guiding a team in following plans provided by Technical Management to achieve the Design Team’s vision for all ACT Productions. Scenery construction skills include carpentry, welding, and work with plastics, fabrics, and other materials. This position is covered by ACT’s Collective Bargaining Agreement with IATSE 15.

Hourly pay is \$31.21. Health and additional benefits are facilitated by IATSE 15. ACT Theatre offers commuter benefit, Seattle Paid Sick & Safe Time, complimentary tickets to ACT productions, and parking vouchers for reduced-cost parking close to the theatre.

ESSENTIAL DUTIES

Scenery Fabrication – 50%

- Fabricate or modify scenic elements as necessary for theatrical productions
- Construct scenery in an efficient and accurate manner, with limited supervision
- Lead crews in scenery construction with the highest standards of safety, adherence to the designer’s vision, and ACT’s design standards

Scenery Installation – 25%

- Install stationary, automated, and flying scenery, following supervisor guidance
- Conduct various installation tasks in offstage and other areas including projects such as scenery installation and removal, modification of voms and crossovers, building improvements, etc.

Shop Maintenance and Safety – 15%

- Routinely monitor and contribute to the cleanliness and organization of the scene shop, scenery storage and backstage areas
- Consistently uphold shop safety by adhering to policies regarding the maintenance of machinery, equipment, and tools

General Responsibilities – 10%

- Support other departments/shops following production priorities and as time permits, such as moving large equipment or other specialized tasks
- Role model the utmost standards in shop safety by regularly monitoring maintenance of machinery, equipment and tools
- Demonstrate flexibility, collaboration, and support of team members, focusing on artistic excellence, thoughtful time management, and respect for other’s contributions

- Participate in intentional learning efforts, including events relating to understanding institutional racism, building cultural competency, and exhibiting a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging
- Other duties as assigned

QUALIFICATIONS/SKILLS

- 2+ years of professional experience in the performing arts as a carpenter strongly preferred
- Demonstrated experience of a broad skills base with knowledge of a wide variety of construction materials and scenery constructions methods for building theatrical scenery
- Ability to
- Experience in using creative methods to achieve designer’s visions, with safety, efficiency and teamwork as priorities
- Demonstrated training and education in the safe operation of stationary and portable power tools, hand tools, stage rigging and equipment
- Ability to work under pressure and handle multiple projects simultaneously
- Highly committed to upholding an inclusive environment that is welcoming and accessible to all
- Excellent organizational, written and verbal communication skills, such as active listening skills and openness to input and feedback
- Proficient with Microsoft Office Suite, inter-organization communication and data management tools such as Slack, SharePoint
- Valid driver’s license to operate ACT’s work vehicle
- Ability to work flexible hours, including evening and weekends
- Ability to pass a background check conducted following Fair Chance Employment legal standards

CORE COMPETENCIES

Quality and customer focus: Continuously looking for ways to simplify and improve work processes to achieve better results. Determining the real needs of internal and external stakeholders by asking the right questions, listening, and confirming before acting. Following through on commitments made to colleagues. Thinking of creative ideas and innovative actions. Adapting approach to be appropriate for each situation.

Managing Work: Understanding and supporting the organization’s vision, purpose, and strategies. Developing plans for accomplishing objectives; monitoring status. Considering a wide range of alternatives before choosing the best way to accomplish an objective. Anticipating problems and taking action to prevent them or minimize their impact. Keeping up to date on field specific knowledge. Adapting approach to be appropriate for each situation.

Communicating: Communicating effectively with people at all levels in the organization. Contributing to an enthusiastic, creative, and safe work climate.

PHYSICAL SKILLS/WORK ENVIRONMENT



A Contemporary Theatre – Job Description

While performing the duties of this job, the employee is regularly required to:

- Routinely work at height, around open spaces, on ladders and other structures
- Stair-climbing regularly required
- Complete repetitive tasks requiring the utmost focus and attention to safety and details, such as operating power tools
- Routinely lift 50 lbs solo and in tandem, repeatedly
- Ability to push or maneuver 70 lbs, repeatedly
- Ability to operate a computer or device using tools such as Slack and Outlook
- Work spaces include a variety of environments typical in a theatrical setting. Such as rehearsal rooms, stages, administrative office spaces, and public spaces including occasional exposure to fog, haze strobes and other effects.
- Primary workspace is a shop setting with typical noise and dust conditions.

DISCLAIMER

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All ACT 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.

SIGNED

I verify receipt and understanding of this job description.

Employee Name

Date

Signature