

# HEAD CARPENTER - JOB DESCRIPTION

The Head Carpenter will be self-motivated, possess good organizational and time management skills, plus have excellent communication skills and the ability to remain calm in stressful situations. The ideal candidate will have a calm and flexible outlook and be diplomatic in dealing with IATSE Crews, Touring Crews, Casts, Stage Managers, Administration and all other staff.

Reports to: Venue/Facilities Personnel, Touring/Show Head Carpenter, Employers and Business Agent

This Position will Monitor, Assist and Supervise All Load ins, Load-outs and Run of Shows for local productions and touring shows, that may come through the space as it pertains to the entire production. Must know the venue well enough to advance the upcoming productions, communicate with incoming Head/Show Carpenters and assist them in the Load-in of their production. Head Carpenter must have general knowledge of proper maintenance, repair, and maintenance of all aspects of the Venue/Facilities. Plan, schedule, assist in equipment and theatre maintenance with the Venue/Facilities Personnel. Supervise and manage an Assistant Carpenter along with all Departments and the local crew as needed.

Keep a well organized, clean and maintained stocked work space and storage for efficient operation and quick turn over of productions. Assist with occupational safety and health of workers as needed.

## QUALIFICATIONS/REQUIRED SKILLS

- Minimum of three to five (3-5) years experience as a head carpenter working for a professional company or venue.
- Have the knowledge of how to read and understand riders that contain line set schedules, light plots and labor calls.
- Shop carpentry skills, basic use of hand and power tools.
- Knowledge of materials used within the entertainment industry
- Understands the consequences and severity of the job and what it entails, for the safety of all of those working on stage.
- A Safe and knowledgeable understanding of Counterweight fly systems, theatrical rigging in a fly gallery and how it pertains to the Entertainment Industry.
- Operation and maintenance of motorized stage equipment and control systems.
- Have a basic knowledge of all departments and maintain a consistent level of communication.
- Familiarity with IATSE labor contracts.
- Ability to work under tight time constraints and production turnarounds, with the temperament to maintain a positive and productive work environment.
- Ability to communicate effectively in writing and speech.
- Ability to problem solve and think on your feet
- Ability to work at heights and climb ladders and use personnel lifts.
- Ability to work with all types of personalities and individuals.

## SUGGESTED SKILLS

- ETCP Theatrical Rigging Certification
- First Aid and CPR certification
- OSHA 10 certification.