

## Metropolitan Exposition Recreation Commission

**Title:** Department Head Stagehand – Carpentry

**Job Code:** 8440

**Pay Range:** 910

**FLSA Status:** Non-exempt

**Bargaining Unit:** IATSE Local 28

**Established:** January 1, 2006

**Revised:**

### **CLASSIFICATION DESCRIPTION**

Function as working supervisor and responsible for overseeing all aspects of carpentry department operations including construction, maintenance, repair, placement, handling, setting, striking, dismantling, safety, and operation of all structures comprising part of the stage or used on stage. Under the supervision of the Operations Manager or Stage Supervisor, the carpentry department head supervises the use of house and user equipment and installation of user equipment. Workload varies with each theatre and show and includes collaborating with show personnel and management representatives to meet show needs. Manage the work of carpentry department personnel and ensure adherence to safety procedures in carpentry and other department operations.

### **DUTIES AND RESPONSIBILITIES**

An employee in this position must be able to perform all the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks an employee in this position may be expected to perform.

1. Handles, manages and oversees all aspects of carpentry department operations, including construction, maintenance, repair, placement, handling, setting, striking, dismantling, and operation of scenery, backgrounds, platforms, orchestra enclosures, screens, drops, travelers, masking, risers, pianos, turntables, traps, dollies, lifts, stage floors, railings, theatrical scaffolding and all other structures comprising part of the stage or used on stage.
2. Establishes and maintains clear communication and cooperative working relationships with management representatives and functions as the “go-to” person for a production’s overall activities.
3. Collaborates with show personnel (technical directors, road crew, local crew) to fulfill the needs of each individual show, assists in pre-production planning, development and preparation of plans and plots, and leads or assists in advance, remodel, load in, rehearsal, and show functions.
4. Collaborates and functions as a team member with other department heads and personnel, functions as a lead for other departments, and is responsible for contributing to the theatre’s overall operations, safety, maintenance, and customer services.
5. Oversees the use of house equipment, and installation of systems and equipment provided by the user group as it integrates their system with the house system.
6. Enforces adherence to safety procedures in all aspects of carpentry department operations and maintains inventory of related equipment and apparatus to ensure conformance to safety standards.
7. Manages the work of carpentry department personnel.
8. Performs other duties as assigned.

# Metropolitan Exposition Recreation Commission

## **JOB SPECIFICATIONS**

### **EDUCATION AND EXPERIENCE**

High school diploma or GED and five years of experience in stage trades, including three years of experience as a stage carpenter; or any combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. Possess or have the ability and willingness to obtain a current CPR/AED certification.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge and experience in the operation and proper handling of all components of theatrical and entertainment-related carpentry and related tools and systems
- Maintenance and repair of carpentry-related items
- Safe work practices and procedures for carpentry operations
- Direct and supervise the work of carpentry personnel
- Use sound independent judgment and diplomacy
- Work a flexible schedule, including extended evenings and weekends
- Communicate effectively in a clear and concise manner, both orally and in writing
- Work independently and function as a team leader and team member and to establish and maintain cooperative relationships with those contacted in the course of work
- Coach, teach, and advise other persons, be a creative problem solver and function as a general and technical resource person
- Perform a variety of functions that require sustained, strenuous physical exertion including activities such as moving and heavy lifting of items of more than 100 pounds, stacking, pushing, pulling, bending, twisting, climbing, and standing on concrete for extended periods during load ins, load outs, rehearsals and performances
- Work at heights
- Work in dark conditions during performances and rehearsals and to work in noisy environments for prolonged periods