

Master Carpenter Job Description

Department:	Cal Performances
Payroll Title:	Theater Production Spec 3
Title Code:	6145U
Percentage of Time:	100%
Working Hours:	Variable (Including Nights & Weekends)
Personnel Program:	Personnel Policies for Staff Members (PPSM)

INTRODUCTION

The mission of Cal Performances is to produce and present performances of the highest artistic quality, enhanced by programs that explore compelling intersections of education and the performing arts. Cal Performances fulfills this mission by presenting, producing and commissioning outstanding artists, both renowned and emerging, to serve the University and the broader public through performances and education and community programs. A deep commitment to excellence in service, facilities, staff and volunteer leadership provides a unique environment where artists flourish and where the community is enriched through programs of innovation and diversity.

Under the direction of the Production Manager, the **Master Carpenter** is a member of the stage supervisory team, which includes the Master Electrician and the Audio Department Head. The Master Carpenter is responsible for the successful implementation of all stage and rigging equipment, props, scenery, curtains, platforms, risers, and, related elements for events in Cal Performances venues (including Zellerbach Hall, Zellerbach Playhouse, Wheeler Auditorium, certain performances at Hertz Hall, the Greek Theatre and other off-campus venues). Duties include, but are not limited to: stage carpentry and rigging management, vendor coordination, equipment and/or facility maintenance, department liaison, and, stage crew supervision, training and development.

The Master Carpenter reports to the Production Manager and has a high degree of decision-making authority as it pertains to the on-site coordination of technical elements on the day of show and under the direction and or guidelines of the Production Manager.

RESPONSIBILITIES

**denotes an essential job function*

50% Technical Coordination

*Acts as technical expert for various production needs in the area of carpentry and rigging.

*In consultation with Production Manager, reviews tech riders and completes advance work for various events, and evaluates the need for renting equipment; makes recommendations on labor requirements.

*Responds to Production Manager and Event Manager requests to provide or interpret technical information for events.

*Works various events, from large to small productions, as required.

*Works with touring Production staff.

*Keeps current on industry trends in systems and best practices to accommodate the needs and requirements of visiting artists.

*Attends Operations, Production, Staff and Labor/Management meetings as required.

30% Staff Coordination

*Works with Production Manager to assign crew for calls; assists with labor summary report for events, as requested.

*Acts as on-site leader for work and event calls, delegating work to individual Scene Technicians or groups.

*Works in collaboration with touring technicians, designers or artists at event calls, when needed.

*Makes adjustments to work calls during load-ins, rehearsals, performances and load-outs. Helps to organize meal breaks on show days.

*Actively participates in training, coaching, directing, and supervising crew as needed in coordination with the Production Manager.

*Assists Production Admin Manager in the recruitment, hiring, and performance management of Scene Technicians.

*Maintains safe working environment. Advises Production Manager to possible risks or hazards.

20% Equipment/Facilities Maintenance

*Responsible for the maintenance and proper use of equipment owned or rented by Cal Performances. Maintains all stage carpentry and rigging equipment including props, scenery, curtains, platforms, risers, fixtures, storage areas, and workspaces.

*Assists Production Manager in developing and soliciting competitive bids for vendor services for select events, and for equipment purchase or capital projects. Makes recommendations for purchases to the Production Manager.

*Maintains equipment inventory and plans for equipment replacement purchases.

*Troubleshoots systems.

*Collaborates with Production Manager, Master Electrician and Audio Department Head in the preparation of an overall maintenance plan.

*Performs maintenance projects as assigned by Production Manager and schedules crew for maintenance calls.

*Identifies and advises Production Manager in both short-term and long-term capital improvement needs.

Required Qualifications

- Minimum of 5 years of professional experience in technical theater and production, primarily in the areas of theatrical carpentry, counterweight systems and entertainment rigging.
- Knowledge of and working experience with sprung-floor constructed stage decks, soft goods, counterweight systems, fire curtains, truss, theatrical motorized systems, chain hoists and motors, fall protection systems, symphony concert shells, and theatrical staging equipment such as portable risers and dance floors
- Extensive experience with rigging for performing arts (theatre, dance and music) events.
- Strong leadership skills overseeing union, non-union, and student crews. Experience with training, scheduling, supervising, and employee performance management.
- Positive, approachable attitude; open mindedness and objectivity; and willingness to collaborate.
- Excellent communication and interpersonal skills to successfully interact with a diverse constituency and ability to work with people with varied skill levels.
- Strong customer service skills and professional manner to successfully build and maintain positive customer relations and provide quality service.
- Excellent organizational and time management skills with the ability to independently follow

through to successful completion of projects.

- Able to multi-task and distribute efforts appropriately among tasks, manage competing deadlines, handle frequent interruptions and maintain a high level of productivity.
- Able to quickly and easily adapt to changing situations and priorities in a calm and professional manner.
- Able to work under pressure of deadlines in a fast paced environment.
- Strong computer skills.
- Able to work long hours, overtime, nights, weekends and holidays.
- Ability to move items weighing up to 100lbs.
- Ability to work at heights, around moving machinery, and with exposure to noise, vibration, dust, and drafts.

Preferred Qualifications

- Bachelors degree in related area or equivalent experience.
- Completion of the Entertainment Technician Certification Program (ETCP), desired.
- Appreciation for wide variety of performing arts including; dance, music, and theatre.
- Experience as a touring Master Carpenter.