

## **ASSISTANT CARPENTER**

### Job Description

<b>Department:</b>	Operations
<b>Job Classification:</b>	Principal Scene Technician -- 6335C
<b>Working Hours:</b>	Variable
<b>Supervisor's Title:</b>	Head Carpenter
<b>Personnel Program:</b>	University Professional and Technical Employees (UPE)

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### **INTRODUCTION**

The Assistant Carpenter is responsible for supporting the Head carpenter in the implementation of all technical 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), with specific attention to counterweight fly systems, staging equipment and overhead rigging. Duties include, but are not limited to: the safe installation, use, inventory and repair of theatrical equipment, training and development, vendor coordination, and equipment and facilities maintenance.

### **RESPONSIBILITIES**

*\*denotes an essential job function*

#### **Technical Specialty and Coordination**

\*Effectively sets up, operates and strikes house and rental scenic equipment including: counterweight fly rail, chain hoists, capstan winch, soft goods, sprung floors, and additional staging equipment.

\*Ensure the safe and proper use of any overhead or rigged equipment, including selecting the appropriate hardware and methods for the task at hand.

\*Troubleshoots and repairs various rigging systems as needed.

\*Conceives and employs strategies in order to avoid any rigging system failures.

\*Reads and interprets rider requirements. Coordinates with Head Carpenter about potential production needs whether in house or rental equipment.

\*Assists Cal Performances' department heads to help interpret and integrate rigging or carpentry needs.

\*Provides technical advice and offers considered solutions to technical challenges which support the organization's overall goals.

\*Keeps current on industry trends in scenic carpentry and rigging systems and best practices to accommodate the needs and requirements of Cal Performances and visiting artists.

\*Acts as lead carpentry point of contact and represents Cal Performances to internal and external clients as needed.

\*Attends Operations departmental meetings and production meetings as required.

## **Work Lead**

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\*Acts as a Lead carpenter when needed for maintenance or event calls, delegating when appropriate to Senior Scene Technicians, over-hire Scene Technicians or work teams, and represents Cal Performances as needed.

Duties include the set up/strike and operation of scenic elements and properties, general load-in, set-up, and load-out. Also works to assist other departments production needs when necessary.

\*Plans and organizes the work to be performed, delegating to and directing other Scene Technicians as necessary.

\*Actively participates in training, coaching, and directing crew with regard to best practices in the implementation of scenic technologies; assists with development of Scene Technicians in specialty areas.

\*Participates in production discussions including making staging recommendations, best practices in work flows, and ways to effectively and efficiently stage each production.

\*Interacts with event sponsors, event designers, event technical directors or touring technicians in a professional manner, utilizing customer service techniques to collaboratively solve problems or clarify instructions.

\* When needed this person will act as a point of contact for crew, event managers, touring personnel and artists during load-ins, rehearsals, performances and load-outs in assessing and resolving event technical problems.

\*Maintains a safe working environment; advises department heads or Production Manager of possible risks or hazards; addresses safety issues in a timely fashion.

\*Provides or oversees additional on-site basic theater craft instruction and training of all stage crew employees as needed.

## **General Stage Work**

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\*Assists with the implementation of all technical related elements required by events during pre-hangs, load-ins, rehearsals, shows, load-outs and change-overs.

\*Assists full crew with various tasks: load or unload trucks, set-up or strike staging and/or scenic elements, arrange the set up of staging equipment. Performs general stage duties as needed.

\*Gathers all necessary staging equipment from storage to stage for events; returns all gear to storage when it's no longer needed, follows and improves upon existing systems for identifying and repairing broken items, ensuring all items are in good condition and ready for use. Maintains storage areas in a clean and organized manner.

## **Equipment/Facilities Maintenance**

\*Oversees the maintenance and proper use of all rigging and scenic equipment owned or rented by Cal Performances.

Identifies maintenance issues and performs maintenance projects as assigned; ensuring the work is completed to a professional standard. Collaborates with senior production staff in the preparation of an overall maintenance plan.

Keeps up an equipment inventory and plans for equipment replacement purchases; maintains storage areas in a clean and organized manner.

### **Required Qualifications**

- Minimum of 5 years of professional carpentry experience in technical theatre and event production.
- Extensive experience with counterweight fly systems, rigging, and scenery hanging techniques of all types, including soft goods, flats, electrics, tailed down gear, as well as all other ground based scenic equipment.
- Excellent technical knowledge in setting up systems, components, and troubleshooting.
- Understands Rigging design factors and rigging component selection.
- Working knowledge of Excel, Word, Vectorworks and other industry related software
- Experience with sound reinforcement, theatrical lighting and video systems.
- Strong leadership skills overseeing union, non-union, and student crews
- Positive, approachable attitude; open mindedness and objectivity, and is willing 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 service skills with a professional manner in order to successfully build and maintain positive 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 75 lbs.
- Ability to work at heights, around moving machinery, and with exposure to noise, vibration, dust, and drafts

### **Preferred Qualifications**

- Appreciation for a wide variety of performing arts including; dance, music, and theater.
- ETCP Certification in Theater Rigging or willingness to achieve this certification when appropriate.
- Bachelor's degree or higher in relevant discipline

**Compensation: \$38.89 hourly rate**

This is a variable-time career appointment with a full benefits package. FTE will be varied from 50% to 100%.

**Employees' Signature**

**Date**

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