



## Scene Shop Foreman – Job Description

**JOB TITLE:** Scene Shop Foreman

**ALTERNATE TITLES:** Shop Manager

**REPORTS TO:** Technical Director, Production Manager

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:** Carpenters

**GENERAL JOB STATEMENT:** Manage all aspects of the day-to-day operations of the scene shop including, but not limited to: materials inventory, tool repair and replacement, construction drawing review, cut list generation, construction method instruction, personnel management, health and safety adherence, etc. Scene shop foreman may, on occasion, be called to assist with onstage tasks or tasks at the MTWichita warehouses.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Management of carpentry personnel.
- Inventory management and feedback to technical direction team.
- Instruct carpentry crew on scenic construction standards and best practices.
- Quality control for all pieces of scenery constructed in the shop.
- Assist TD and PM in administration and supervision of all safety systems.
- Assist TD in management of build schedule for all shows assigned.
- Maintenance of scene shop equipment.
- Maintain a clean and safe work environment.
- **Any additional tasks as requested by the TD or the PM.**

### **QUALIFICATIONS AND SKILLS:**

- Minimum Bachelor's Degree in Technical Theatre or related field / equivalent experience preferred.
- Minimum 3 years' experience in technical theatre preferred.
- Excellent communication and interpersonal skills.
- Ability to lead and supervise a crew.
- Strong organizational skills.
- Knowledge of automation, flying systems, special effects, or any other cross-disciplinary knowledge is a plus.