



## Head of Set Construction – Job Description

**JOB TITLE:** Head of Set Construction

**ALTERNATE TITLES:** Shop Manager, Scene Shop Foreman

**REPORTS TO:** Director of Production, Asst. Production Manager, Technical Director, Assistant Technical Director

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:** Lead Carpenter, Lead Fabricator, Carpenters, Fabricators

**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. May, on occasion, be called to assist with onstage tasks or tasks at the Music Theatre Wichita warehouses.

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

- Analyze construction drawings for feasibility within budgetary and time constraints.
- In collaboration with Technical Director and any other affected department, develop methodology for build.
- Management of scene shop 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.
- Adhere to build schedule to make deadlines as assigned.
- Maintenance of scene shop equipment.
- Maintain a clean and safe work environment.
- Any additional tasks as requested by the Director of Production, Asst. Production Manager, or Technical Director.

### **QUALIFICATIONS AND SKILLS:**

- 4 years' experience in theatrical scenic construction.
- 2-3 years supervisory experience.
- Advanced knowledge of theatrical carpentry and fabrication methodologies and practices.
- Advanced knowledge of woodworking and welding tools.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.