



House Head: Carpenter
– Job Description

JOB TITLE: House Head Carpenter

ALTERNATE TITLES:

REPORTS TO: Technical Director and/or Stage Management Team

JOB TYPE: Hourly, Non-exempt

SUPERVISES: Stage Carpenters

GENERAL JOB STATEMENT: The House Head Carpenter assists MTWichita staff in pre-planning for the season, helps to address any unique show-specific challenges during the season, supervises IATSE assistant carpenters on calls, fulfills duties typical of a carpenter on all calls, and works with MTWichita staff consulting on long-term goals.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Availability to consult via phone or email before, during, and after a season to assist in planning and troubleshooting for the season or specific shows.
- Knowledge of IATSE rules including, but not limited to; rules about call times, breaks, and span-of-day; timesheet logging and reporting; labor classification as it relates to the Union; Union jurisdiction; etc.
- Knowledge and comfortability with basic theatrical terms, skills, and standards.
- Knowledge, comfortability, and/or the willingness and capacity to be trained in advanced theatrical operations, including automation, personnel and equipment flying, general rigging concepts, special effects, etc.
- Ability to provide direction to assistant carpenters on all calls.
- If acting as call steward, the ability to manage all Union personnel on the call and to skillfully communicate concepts, address conflicts, and enforce all Union and MTWichita rules as identified in the MTWichita-Local 190 Collective Bargaining Agreement as well as MTWichita's Employee Handbook.
- The ability and willingness to perform duties expected of head carpenter on all MTWichita calls to which they are assigned. This includes but is not limited to, the ability to lift 50 lbs., the ability to move scenery safely and conscientiously, the ability to work up to a ten-hour shift on their feet, etc.
- Punctuality in arriving to calls and when returning from breaks.
- Maintenance and care of any MTWichita-owned or leased equipment they've been responsible for.
- Proficiency with the following tools and equipment:
 - General hand tools such as wrenches, ratchets, hammers, saws, etc.
 - Handheld power tools, including drills, saws, routers, etc.
 - Pneumatic staplers and nailers.
 - Swaging wire rope terminations and making rigging cable, generally.
 - Basic curtain track hardware installation, including track hangers, splices, turnarounds, double-downs, and all rope paths necessary to make tracking of curtains or scenery possible.
 - Rigging of flown scenic items to battens using trim chains, turnbuckles, hanging irons, keeper plates, etc.
- Adherence to all safety directives written out in Union or MTWichita policy as well as any verbal directives given by MTWichita staff during the House Head Carpenter completing their duties.
- Any additional tasks as requested by the Director of Production or Technical Director.

QUALIFICATIONS AND SKILLS:

- Minimum 5 years experience in theatrical carpentry, fabrication, automation, and deck crew.
- Excellent communication and interpersonal skills.
- Ability to lead and supervise a crew.
- Strong organizational skills.
- Strong practical knowledge of basic and advanced stagecraft.
- Interdisciplinary knowledge of other departments is a plus.
- Advanced knowledge of carpentry, fabrication, automation, and stage practices