



Head of Set Construction – Job Description

JOB TITLE: Head of Set Construction

ALTERNATE TITLES: Scene Shop Foreman

REPORTS TO: 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. This position is also required to organize at least 1 one-hour department-specific educational workshop for the apprentice program.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- In collaboration with the Technical Director and any other affected department, develop a methodology for the build.
- Management of scene shop personnel.
- Organize at least 1 one-hour department-specific educational workshop for the apprentice program.
- Inventory management and feedback to the 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 or Technical Director.

QUALIFICATIONS AND SKILLS:

- 4 years of 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.
- Knowledge of industry-standard safe rigging practices.
- Excellent communication, organization, collaboration, and interpersonal skills.
- Willingness to learn new techniques and methods in the given field.