

Head of Set Construction – Job Description

JOB TITLE: Head of Set Construction

ALTERNATE TITLES: Scene 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: The Head of Set Construction manages 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. They 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.
- Ability to read and interpret design materials and accurately estimate materials and labor for builds based on the given designs.
- In collaboration with Technical Director and any other affected department, develop build methodology for adding practicals, integrated lighting, dressing, or other items as required by the design.
- Assist other departments in larger construction projects if requested.
- 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, 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.