

SEATTLE OPERA.

MASTER CARPENTER

Seattle Opera is accepting applications for the position of Master Carpenter. This is a non-exempt hourly position that reports to the Technical Director.

DEPARTMENT: Production

SCOPE: Supports the Technical Director with planning, coordinating & managing the daily operations of the department.

The position oversees technical stage operations for all mainstage operas produced on the McCaw Hall stage, as well as all chamber operas and Seattle opera events. This position supervises seven (7) staff carpenter assistants, the head flyman, as well as overseeing the head electrician and prop department head. Day to day the head carpenter will oversee the stage crew, rail, automation operation, Warehousing, equipment maintenance and inventory, and will work with the Technical Director to coordinate Shipping and Receiving, Trucking and Transportation as well as developing schedules.

This position supports the Technical Director by reviewing ground plans, sections, hang charts and elevations, and by developing rigging & automation plans according to all ESTA and Industry standards. They will also work with the Technical Director to identify and source any additional necessary information and equipment needed for the successful production of the opera.

The master carpenter will communicate and problem solve frequently with the technical director, other stage crew department heads, stage management, and will be responsible for maintaining department assets. Additionally they will assist the technical director in short and long range schedule and planning, as well as lead the execution of technical stage elements for special events and a diverse range of outside rentals for the opera center studio spaces.

The Master Carpenter will monitor and supervise the personnel associated with the construction, load-ins, load outs, all technical rehearsals, performances,

performances, and strike back/restores for both the mainstage, Programs and Partnerships programs and opera center activities. They will execute all assignments in a timely manner to ensure that critical deadlines are met, and that each production proceeds in a consistent and orderly manner.

PRINCIPAL ACCOUNTABILITIES:

- Appoint department assistants at the beginning of the season.
- Prepare and maintain in good condition the necessary show hardware and tools.
- Coordinate crew calls and cutbacks with other department heads and the Technical Director.
- Coordinate compilation of applicable payrolls. Keep accurate and complete time sheets and payroll logs.
- Supervise the onstage installation, operation, and strike of all theatrical elements.
- Supervise all stage personnel and maintain smooth & safe operation of all stage departments.
- Submit estimates of personnel and materials requirements for construction and/or repair as well as special projects to the Technical Director in a timely manner.
- Maintain records and operational notes per production as directed by the Technical Director.
- Maintain working conditions in SO facilities and the Opera House consistent with current State and Federal Safety Regulations. Report any unsafe conditions immediately to the Technical Director.
- Maintain an accurate equipment inventory.
- Maintain a clean and orderly work environment in SO facilities and onstage in areas under your direct supervision.
- Delegate responsibilities to assistants through a plan coordinated with the Technical Director. Maintain an open flow of communications in all areas of responsibilities.
- Maintain company's hardware and supplies at a specified level.
- Keep the Technical Director informed of trucking needs relative to movement of scenery between SO facilities and the Opera House.
- Supervise the use of the company van.

SUPERVISION RECEIVED: This position reports to the Technical Director

MINIMUM REQUIREMENTS: Bachelor's degree or equivalent work experience.

EXPERIENCE: An additional 3-5 years professional experience as stage operations supervisor, master carpenter, technical director, production supervisor, crew

chief, head carpenter or equivalent in a major theater, opera, ballet or touring company is preferred.

SKILLS: A successful candidate will have experience with: stage carpentry, rigging, properties maintenance, a basic understanding of stage electrics, the ability to read and follow technical drawings, advanced knowledge of motors and automation systems, advanced stage rigging skills, and a working understanding and facility with AutoCad, Microsoft office, and Outlook.

Preferred Skills: Experience and license to use pyrotechnics.

Successful Candidates should also demonstrate: initiative. Reliability. High attention to details. Effective communication skills - both written and verbal - and strong organization skills. Excellent personal skills. The ability to work independently. The ability to multi-task. Candidates must have a proven record of good judgment and calm level thinking in a high pressure environment, and the ability to be agile in response to changes in a fast paced environment. A proven ability to think creatively to solve problems, and a successful history of managing crews.

SPECIAL REQUIREMENTS: Must be able to work evenings and weekends as required for Production Department projects. Access to transportation. All Seattle Opera Stage Crew are members of a collective bargaining unit represented by IATSE local 15.

CONTACT:

Qualified candidates are invited to submit a cover letter and resume by email to jobs@seattleopera.org with “Master Carpenter” in the subject line. Please submit your interest in this position no later than February 28, 2020.