



Job Description

Job Title: Head Carpenter	Reporting to: Technical Director
Location: Calgary, Alberta	Type of Position: Seasonal Contract
Division: Company	Department: Production
Direct Reports: Supervision of casual IATSE labour both locally and on tour.	

Purpose: Reporting to the Technical Director, the incumbent is responsible for the maintenance and installation of company scenery in performance venues. The incumbent ensures good relationships with a variety of interest groups, including casual labour, IATSE locals and personnel, the performing arts industry and the community at large.

Key Deliverables/Responsibilities

1. Leadership and mentorship.
2. Build and preparation for new creations and re-mounts/rentals.
3. Expense tracking, budget management and reporting.
4. Administration.

Detailed Tasks Associated with Key Deliverables

- 1. Leadership and Mentorship**
 - Communicates our mission and values to all stakeholders.
 - Provides for a comfortable and safe place to work.
 - Motivates and develops direct reports.
 - Contributes to good inter-departmental communication and interpersonal relations.
- 2. Build and preparation for new creations and re-mounts/rentals.**
 - Maintaining a build schedule based on the budget provided by the Director of Artistic Operations.
 - Construction, maintenance and pre-tour maintenance of all theatrical equipment, properties, scenic elements and cratage when required by the Technical Director;
 - Supervise and assist in installation of productions in venues locally and on tour;
 - Organization and delegation of all work in the carpentry department in each performance venue;
 - Assisting the TD in issuing crew calls (yellow card) by liaising with International Alliance business agents in the jurisdictions in which performance venues are situated;
 - Supervise and assist in loading of the trailer prior to a tour and the unloading following the tour;
 - Must be fully versed in the operation of all theatre fly floors and the operation of a theatre (backstage) and on occasion will be called upon to operate theatre equipment;
 - Supervise and assist at load-ins and load-outs in performance venues;
 - Assist in the unloading and loading of the trailer at performance venues;
 - Must be present to supervise and assist at all technical rehearsals, cueing sessions and performances;
 - Assist in the Design breakdowns for new builds, helping to determine build hours/piece.
 - Compiling all new design information including materials used, vendors and material pricing.
 - Determining if any supplemental pieces are required to fulfill the shows set requirements.
 - Managing the rebuild/maintenance requirements for the Nutcracker on a yearly basis as determined by the age and functionality of the set pieces.
 - Acting as the buyer for the department and gathering supplies as needed.

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3. Expense tracking, budget management and reporting.

- Tracking all expenses for the department including invoices and visa statements.
- Entering all expenses into a shared expense tracking worksheet that is directly monitored by the TD and Director of Artistic Operations.
- Submitting all construction crew timesheets to the TD every 2 weeks as determined by the payroll schedule.

4. Administration

- Responsible for the general organization of information contained within the carpentry department.
- Managing all digital and hard copy files. Digital archives are preferred over hard copy.
- Maintain the company set inventory as a whole at the company warehouse location and in the venue.

Qualifications

- Sound interpersonal, team building skills, and a positive attitude.
- Strong leadership skills.
- 2 years minimum set carpentry experience that may include but not limited to theatre and film production.
- 2 years minimum carpentry shop management experience preferred.
- A post secondary education in set construction is of benefit, but not required.
- Strong understanding of the set build process.
- Must have good working knowledge of Microsoft Office Suite.
- Budget management skills an asset but not required.
- Must be a full member of IATSE 212, or have sister status with IATSE 212 if from an outside local. Must be Pink Card eligible.

Working Conditions / physical requirements

- The schedule for prep in the warehouse is Monday to Friday 9:00am to 5:30pm and is outlined in the production schedule for days of work required.
- The Head Carpenter will be required to travel with the company primarily between September and May (including December, no exceptions) or as outlined in the production schedule.
- While performing the duties of this job, the employee is regularly required to stand, walk, use hands, speak and hear. The employee must lift and/or move up to 50 pounds.
- Must be prepared to use his or her own personal vehicle for occasional company business, and will be reimbursed for such use on a per kilometer basis.
- A demonstrable ability to handle a deadline oriented, fast paced environment.
- The Head Carpenter is expected to be punctual, personable and work well with others. This position requires strong organizational, leadership and problem solving skills and a self motivated attitude towards the work.
- Primarily (but not limited to) working at the Alberta Ballet Warehouse for prep and the Southern and Northern Alberta Jubilee Auditoriums during performance weeks.

Key Relationships



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- Ensure working relationships with the Rehearsal Directors, Artistic Director, Production Department, Stage Management and Wardrobe as well as with representatives of the School of Alberta Ballet.
- Ensure working collaboration with Alberta Ballet administrative staff.
- Foster good relations and communication with a variety of interest groups, these include suppliers, IATSE locals, the performing arts industry and the community at large.
- Act at all times in the best interest of Alberta Ballet in promoting its artistic objectives.

Budgetary Duties/Authorizations

- As determined by the Director of Artistic Operations.

Direct Reports / Supervisory Duties

- Supervision of IATSE personnel as required.

The position of Head Carpenter is subject to the rates, terms and conditions as outlined in the IATSE White Contract and IATSE Canadian Pink Contract. This position is included as Alberta Ballet Regular Crew. The Head Carpenter position is subject to any and all Alberta Ballet company policies and procedures. All overtime must be pre-approved by the Director of Artistic Operations and must be provided in writing.
