

THE CITADEL THEATRE

The Citadel Theatre in Edmonton, Alberta is looking for a highly-organized team player who thrives in a fast-paced environment to join our Production team as an **Assistant Head of Stage Carpentry**. This is a seasonal position starting late August 2019 for our **2019/2020 Season**.

The Citadel is a very active, not-for-profit theatre producing a season which includes a Mainstage series of six plays, a House Series, our Highwire Series, our seasonal production of A Christmas Carol and, assorted other projects as they arise from season to season. We support a vibrant theatre school and an active new play development program. Our facilities are available for rental by other arts organizations and community groups.

The Citadel complex includes:

- The Shoctor Theatre - a proscenium stage with 686 seats
- The Club / The Rice Theatre – a 155 seat cabaret-style theatre
- Zeidler Hall – a 220 seat theatre suitable for films and lectures
- The Maclab Theatre – a thrust stage with 685 seats
- The Tucker Amphitheatre – an open-air multi-functional area which seats 150
- The Lee Pavilion - a beautiful indoor garden with pools and a 30 foot waterfall

Function/Role:

The **Assistant Head of Stage Carpentry** reports to the Head of Stage Carpentry and indirectly to the Director of Production (DP) and Technical Director (TD). The Assistant Head of Stage Carpentry is responsible for ensuring high quality production values for all Citadel productions and events relating to and assisting with supervising the Stage Carpentry team in consultation with the Head of Stage Carpentry while making appropriate, effective and safe use of our facilities and human and financial resources. The Assistant Head of Stage Carpentry must be ready to take a proactive leadership role in creating a respectful and positive workplace where all of our stakeholders are excited, connected and invested in the work of the theatre.

Responsibilities include, but are not limited to, in assistance of the Head of Stage Carpentry:

- Supervise and participate in work related to the Citadel's presentation of productions and other events.
- Facilitate the set-up, changeover, tech, running, maintenance and strike of stage apparatus, scenery, props and décor.
- Running shows solo or working with a team, taking direction, and executing cues in performance.
- Supervise all activities directly related to the operation of the stage, fly gallery, orchestra pit, trap rooms and backstage areas, including the supervision of all activities directly related to the operation of counterweight and other rigging systems.
- Arrange for the appropriate care, handling and maintenance of all scenic and stage elements including, but not limited to furniture and props, in consultation with the appropriate department heads and DP and TD.
- Support other activities as required.

Qualifications:

- Experience as a Show Fly Man and Show Stage Carpenter involving rolling scenic elements, special effects and major scene changes.
- Thorough knowledge of a counterweight fly system and its safe operation during set up, shows and strikes, as well as its repair, maintenance and inspection.
- Able to work with arena-style rigging, motors and truss, dead hanging scenery.
- Working knowledge of rigging theatrical scenery and related hardware
- Curtain track assembly; knowledge of its parts and hardware
- Fall protection and rescue training
- Working knowledge of drawings (plan, section and elevations)
- Comfortable working in grid at height
- Highly organized, and detail oriented individual who displays a positive attitude and is a creative problem solver
- Basic computer skills

Assets:

- Additional knowledge of block and tackle rigging, hemp rigging and motorized rigging
- Scenic carpentry skills and woodworking machinery operation and welding skills/metal fabrication

ARTISTIC DIRECTOR
Daryl Cloran

EXECUTIVE DIRECTOR
Chantell Ghosh

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citadeltheatre.com

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- Working knowledge of set up and operation of automated scenery
- Knowledge of fog machines and other special effects/ pyro certification
- Experience in flying performers
- Experience working with pipe and clamp and or scaffolding
- ETCP Theatrical riggers certificate

This is a seasonal position which usually runs from late August to end of May. This position works under a collective agreement between the I.A.T.S.E Local #210 and the Citadel Theatre.

**Qualified applicants are encouraged to email a resume and letter of interest by June 19, 2019 to:
Human Resources at humanresources@citadeltheatre.com**

The Citadel Theatre is an equal opportunity employer and is committed to a culture of respect and cooperation with all staff, artists, colleagues, volunteers and internal / external parties. Thank you for your interest but only those persons chosen for interviews will be contacted. No telephone calls please.

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