

THE ATLANTA OPERA

Head Carpenter Job Description

FUNCTION:

Supervision of the Load-in, set up, running and load-out of scenery for all Atlanta Opera main stage productions. Supervision of the carpentry crew during all work calls. Work with the Head Electrician and Property Master in discussing the daily schedule and the use of the stage.

RESPONSIBILITIES

General Duties

Pre-season

1. Work with Technical Director to make sure hardware and perishables are in stock.
2. Review Technical packets in order to become familiar with all productions before load-in.
3. Meet with TAO Technical Director and other department heads to discuss:
 - a) show schedules
 - b) plans and plots
 - c) Key Assistant selections
 - d) labor calls

Season

Load in:

1. Supervise carpentry crew.
2. Coordinate carpenters with other departments.
3. Arrange work calls and times for breaks with TAO Technical Director, call all carpenter breaks.
4. Ensure carpentry staff takes the agreed upon breaks.
4. Work with road carpenter during installation and strike as applicable.

Show Preparation:

1. Assist TAO Technical Director in preparation of all carpenter and rail moves, shifts and cues.
2. Keep a full copy of all shift sheets, giving a full set to the Key Carpenter
3. Supervise carpentry crew during all shifts. Discuss all shifts and delegate tasks with the carpentry crew before each shift.
4. Supervise All TAO Shop calls.
5. Assist TAO Technical Director with planning and organizing shift sequences and storage.

Stage Rehearsals:

1. Run cues and shifts working with the Production Stage Manager

Performances:

1. Supervise carpentry preset.
2. Do pre-show check to make certain all scenic elements are ready.

3. Cue carpentry crew, under the supervision of the TAO Production Stage Manager, when specifically told to do so.
4. Troubleshoot any problems and make necessary repairs.
5. Run scene and intermission shifts.

Strike :

1. Supervise the strike, and loading of all scenery and equipment into the trucks.
2. Supervise the restoration of the theater when necessary.
3. Assist TAO Technical Director in documenting all TAO productions.

In the venue:

1. Assist TAO Technical Director in determining the number of trailers needed for hauling scenery and equipment for the production.
2. Supervise carpentry crew in the load-in, set up, performance and strike.
3. Coordinate with I.A.T.S.E, Local #927.
4. Cooperate with the Venue staff.

OTHER RESPONSIBILITIES

1. Ensure the quality of the carpentry crew's work.
 - a) Educate the crew on the proper methods and technique of theatrical carpentry
 - b) Enforce TAO work rules at all times.
2. Assist TAO production staff when necessary.
3. Assist all TAO support groups when required. (piano movers, piano tuners, etc.)
4. Attend production meetings as required.
5. Maintain equipment as required.
6. Other duties as assigned, either by TAO Technical Director in your field of expertise.

SKILLS AND TRAINING REQUIRED:

1. Must have at least five (5) years experience as a theatrical carpenter with at least two (2) years Head Carpenter experience with a major live performing arts organization. A degree in theatrical production is a plus.
2. Have a working knowledge of theatrical rigging.
3. The ability to supervise a large crew.
4. Must possess high organizational and personnel skills.
5. Comprehensive training in the safe operation of stationary and portable power tools, hand tools, stage rigging and equipment is required.
6. Have and understanding of the safe and healthful use and disposal of chemicals and other potential hazardous material.
7. Be or become a referral of I.A.T.S.E. Local 927.

PHYSICAL REQUIREMENTS:

1. Must be able to lift and carry 50 pounds.
2. Must be able to climb and work from a ladder and personal lift.
3. Must have the vision and dexterity to safely operate stationary and portable power tools, hand tools and stage rigging equipment.
4. Must be able to function in low light conditions.

DEPARTMENT: Production

REPORTS TO: Technical Director

COMPENSATION: Based on Current I.A.T.S.E. Agreement