

# DALLAS THEATER CENTER

2400 Flora Street Dallas, Texas 75201 (214) 521-7666 Fax DallasTheaterCenter.org

**Job Title:** Lead Carpenter  
**Department:** Scene Shop  
**Reports To:** Technical Director  
**Prepared Date:** October 30, 2018  
**Classification:** FLSA: Salaried, Non-Exempt  
**Salary:** \$33,000-\$38,000 annually

## ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a seven-play subscription series of classics, musicals and new plays and an annual production of *A Christmas Carol*; extensive education programs, including the Award-winning Project Discovery, SummerStage and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of *Miller, Mississippi* by Boo Killebrew; *Hood: The Robin Hood Musical Adventure* by Douglas Carter Beane and Lewis Flinn; *Bella: An American Tall Tale* by Kirsten Childs; *Clarkston* by Samuel D. Hunter; *The Fortress of Solitude* by Michael Friedman and Itamar Moses; *Giant* by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

## MISSION STATEMENT

The mission of DTC is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

## DIVERSITY AND INCLUSION STATEMENT

Dallas Theater Center strongly believes that an effective workforce includes employees from different and diverse backgrounds and experiences that together form a more creative, innovative, and productive environment. As a leading national theater, DTC recognizes that building an equitable, diverse and inclusive environment is the key ingredient to its relevance and sustainability in the community it serves.

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## POSITION SUMMARY

Dallas Theater Center is seeking a Lead Carpenter to join our fast-paced scene shop. This is a non-exempt, salaried position, with overtime offered for +40 hours, with benefits and paid time off. The position has leading responsibilities for the build, installation and strike of scenery for Dallas Theater Center's 10 show season. The successful candidate is a team player, has a positive attitude, and possesses strong communication, leadership, and time management skills.

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## KEY RELATIONSHIPS:

**Technical Director**  
**Associate Technical Director**

**Production Department Heads**  
**Staff Carpenters & Over-hire Carpenters**

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- To assist in the construction, load-in and strike of scenery, in a safe and efficient manner.
- To construct scenery as directed by the Technical Director using specified technical drawings, and/or designer drawings.
- To complete projects on schedule with a high level of quality.
- To perform modifications and maintenance of all scenery as directed by the Technical Director and Associate Technical Director.
- A proficiency to safely operate power tools and manage their maintenance and procurement.
- To ensure that the Technical Director is informed at all times of issues relating to areas of responsibility.
- To maintain safe working conditions in keeping with DTC health and safety guidelines.
- Track material inventory, hardware, and consumables
- Other duties as assigned

The list of essential duties is not exhaustive and the employee may be required to perform duties outside of this as operationally required and at discretion of the Technical Director.

## SKILLS, KNOWLEDGE REQUIREMENTS, AND ESSENTIAL ATTRIBUTES:

- Must have proven experience and knowledge in all aspects of scenery construction including woodwork, fine carpentry, MIG wilding, and metalwork. Knowledge of standard and safe theatrical and arena rigging practices.
- Must be able to proficiently lead a crew
- Must be able to come to work promptly and regularly.
- Must be able to work effectively with all DTC staff in a co-operative and approachable manner.
- Must be able to work under the stress of deadlines and adapt to changing priorities.
- Must be able to handle a high volume of work and attend to projects concurrently.
- Must be proactive and supportive in working with the scene shop and over-hires.
- Must be able to comply with all OSHA regulations for creating and maintaining a safe work environment.
- Must be proficient in Microsoft Office Suite.
- Must possess the physical ability to do moderate to heavy lifting, safely operate a forklift and genie lift.
- Must be comfortable working at height.
- Must be available to work extended work hours including nights and weekends in addition to the required 40-hour work week as needed.

## PREFERRED SKILLS AND KNOWLEDGE:

- Working knowledge of automation and Creative Connors systems
- CNC operation
- Auto CAD/Vectorworks

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## EDUCATION REQUIREMENTS

- Minimum of 3 years' experience in theatrical construction.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Please send résumé with references and a cover letter via email to: [hr@dallastheatercenter.org](mailto:hr@dallastheatercenter.org) with **Lead Carpenter** in the subject line.