

JOB TITLE: Master Carpenter
DEPARTMENT: Production
REPORTS TO: Technical Director

ABOUT DALLAS THEATER CENTER:

One of the leading regional theaters in the country, Dallas Theater Center (DTC) performs to an audience of more than 90,000 North Texas residents annually. Founded in 1959, DTC is a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyle Theatre, designed by REX/OMA, Joshua Prince-Ramus and Rem Koolhaas. DTC also presents productions at its original home, the Kalita Humphreys Theater, the only freestanding theater designed and built by Frank Lloyd Wright. Under the leadership of Artistic Director Kevin Moriarty and Managing Director Jeff Woodward, DTC produces a six-play subscription of classics, musicals and new plays and an annual production of "A Christmas Carol;" extensive education programs including Project Discovery, Summer Stage 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 community outreach efforts.

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.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, 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.

SUMMARY

The Master Carpenter is responsible for ensuring that the scenic design is manufactured and built to the Technical Director's specifications and in accordance with the design guidelines and limitations of each production. The Master Carpenter is an important role, providing a through line of information from the Technical Director to the scene shop and other production departments.

ESSENTIAL DUTIES

- Ensure that all scenic pieces are built to the specifications of the construction drawings provided by the Technical Director and are safe and fit for purpose.
- An ability to efficiently delegate tasks to the rest of your team
- Ensure that materials, tools and stock are maintained and purchased when necessary.
- Effectively manage the orientation of new workshop staff, including part time overhire personnel
- Oversee the load in process and safe installation of scenery during load in.
- Respond to technical notes during load-in, technical rehearsal, previews and the entire run of each
- Attend design and production meetings when required by the Technical Director
- Ensure that all areas within the Master Carpenter's scope are kept clean, safe and in line with current health and safety legislation.
- To keep the Technical Director informed at all times of issues relating to areas of responsibility covered by this job description.

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 AND KNOWLEDGE REQUIREMENTS

- Candidates must have proven experience and knowledge in all aspects of scenery construction including woodwork, fine carpentry, metalwork and rigging.
- A proficiency to safely operate power tools and manage their maintenance and procurement.
- Whilst experience in automation systems is not required, it will be a welcome attribute.
- Candidates must have the ability to lift 50lbs, safely operate a forklift and genie lift.
- Knowledge of safety standards for local, state and other federal guidelines.
- A flexible working schedule including nights, weekends and occasional overnights

Working as a team leader and being part of a team with a proactive and flexible approach to work is essential.

Please send résumé with references to production-jobs@dallastheatercenter.org