

# DALLAS THEATER CENTER

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

## JOB DESCRIPTION

**JOB TITLE:** Staff Carpenter  
**DEPARTMENT:** Production/Scene Shop  
**REPORTS TO:** Technical Director/Stage Operations Supervisor  
**PREPARED DATE:** September 9, 2018  
**CLASSIFICATION:** FLSA: Hourly, Non-Exempt

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### ABOUT DALLAS THEATER CENTER

The mission of Dallas Theater Center 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, education programs, and other initiatives that are of the highest quality and reach the broadest possible constituency. 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.

### MISSION STATEMENT

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### 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 (DTC) is seeking a staff carpenter to join our fast-paced Scene Shop. This is a non-exempt, hourly position, with benefits and paid time off. This position is jointly responsible for the build, installation and strike of scenery and may be required to join run crews, as needed, for DTC's season. The successful candidate is a team player, has a positive attitude and possesses strong communication and time management skills.

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## **KEY RELATIONSHIPS**

- Director of Production
- Technical Director
- Associate Technical Director
- Associate Production Manager
- Production Coordinator
- Stage Operations Supervisor
- Production Department Heads
- Stage Management
- Stage Operations Overhires
- Backstage Crews
- Scenic Staff
- AT&T Performing Arts Center Staff

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work with fellow Scene Shop staff to complete 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
- Complete projects on schedule with a high level of quality
- Perform modifications and maintenance of all scenery as directed by the supervisor
- Safely operate power tools and manage their maintenance
- Ensure that the Technical Director and/or Stage Operations Supervisor is informed at all times of issues relating to areas of responsibility
- Assist in the training of stage run crew for all DTC productions
- Working with the Stage Management team, assist in the coordination and implementation of scene changes with flying, automation and stage crew
- Keep the stage and all areas of responsibility in a clean and safe state at all times, keeping with DTC health and safety guidelines and all applicable laws
- Maintain effective communication with DTC staff, Stage Management and visiting artists
- Work in the support of institutional special events (i.e. Gala, Opening Nights, Educational Programming) as needed and request
- Perform work in a manner that is consistent with DTC's mission, vision and values, including our commitment to equity, diversity and inclusion
- Other duties as assigned

*This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments. The employee may be required to perform duties outside of this description as operationally required and at the discretion of the Technical Director and/or Stage Operations Manager when applicable.*

## **SKILLS, KNOWLEDGE AND ESSENTIAL ATTRIBUTES**

- Must have proven experience and knowledge in all aspects of scenery construction, including (but not limited to): woodworking, fine carpentry, welding, and standard rigging practices
- Must be prompt, and demonstrate strong time management skills and be able to work under pressure
- Must be able to demonstrate experience in theater production
- Must be able to work effectively with all DTC staff, visiting artists and AT&T Performing Arts Center staff in a cooperative and approachable manner
- Must be able to work under the stress of deadlines and adapt to changing priorities
- Must be able to effectively handle a high volume of work and attend to projects concurrently
- Must possess the ability and desire to work independently, or as part of a team

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- Must be able to comply with all OSHA regulations for creating and maintaining a safe work environment
- Must be proficient in Google-based email and documents
- Must possess the physical ability to do moderate to heavy lifting (a minimum of 50lbs) and safely operate a forklift and genie lift
- Must be comfortable working at heights
- Must be available to work extended hours, including nights and weekends, in addition to the required 40-hour work week, as needed
- Must have a valid U.S. Driver's License

## **EXPERIENCE/EDUCATION**

- Minimum two years' experience in theatrical construction, required
- Experience working a live show run crew, preferred

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 submit resume and cover letter via email to [hr@dallastheatercenter.org](mailto:hr@dallastheatercenter.org) with **Staff Carpenter** in the subject line.