



PACIFIC CONSERVATORY THEATRE

Job Description

Position: Scene Shop Supervisor

Department: Production

Reports to: Technical Director

The Scene Shop Supervisor (a full-time hourly position), with other staff, is responsible for construction of all assigned scenery pieces for all shows/events; also load-in, set-up, and strike. Under the direction of the Technical Director and the Assistant Technical Director, the Scene Shop Supervisor constructs all scenery to drawings and specifications provided. In addition the position serves as a mentor for interns and students in the Technical Theatre Conservatory.

PCPA values excellence and professionalism in all aspects of its company and public life. Integral to this position is the demonstration of practical initiative; respectful, courteous and cooperative relationships; affirmative, efficient and ethical working practices. Successful PCPA employees derive deep personal fulfillment from the exemplary completion of their duties, and in the flexibility required to respond to emergent challenges and opportunities, in accomplishment of the evolving work of the theatre and its training programs. PCPA expects a strong commitment to the mission of the theatre in service to task, colleague, company and community.

Examples of Duties:

- Constructs scenery; understands working drawings and elevations, cut lists, construction methods (e.g. welding, pneumatics, hand tools, power tools, adhesives, foam construction plastic, etc.)
- Maintains a safe, healthy and clean work/shop environment.
- Takes an active role in load-in, tech, and strike of all productions.
- Maintains tools, equipment and materials inventory
- Assists with supervising Conservatory Technical Theatre Training students and interns in the Scenery lab classes.
- To perform other related work as required.

Qualifications:

- Working knowledge of all aspects of the theatre process – production and technical as well as performance.
- Excellent communication skills – written, oral, visual.
- Ability to work productively under severe time pressures and meet deadlines.
- Understanding of scenery and structural design, engineering, and construction process and styles, elements and practices – i.e. proscenium, thrust, arena, black box; wood, metal, plastic, adhesives; construction, painting, purchasing, rigging, C.A.D., etc.
- Knowledge of mechanical physics, fundamental electricity, modern construction practices/materials, and stage crafts including rigging, lighting, and stage carpentry.
- Use power and hand tools accurately and effectively.

- Bachelor's Degree preferred or; Certificate of Completion in suitable training program, with 1-2 years professional experience.
- Possession of a valid driver's license by time of employment.

Work Conditions:

- Ability to work long hours and work with a flexible schedule.
- May have to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.
- Must be willing to travel and work at various sites.
- Must be willing to work outdoors in all weather conditions while using the appropriate safety procedures.
- Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, and/or materials.

Physical Demands:

- This position will assist students and staff to move/carry theatrical scenery, wood and steel deliveries, load scenery onto and off trucks weighting up to 50 pounds.
- This position will need to frequently communicate with students and staff in a noisy shop and theater environment.
- This position will need to ascend/descend machinery used and scenery created for the production.