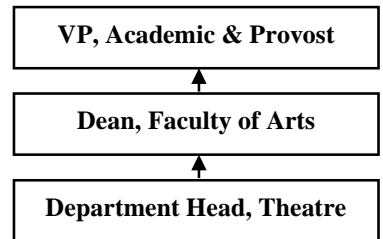




Employee Services Department
Support Staff Position Description



<u>Position Title</u>	<u>Number</u>
Head Carpenter, Theatre	
<u>Department & Division</u>	<u>Date Classified</u>
Theatre; Academic & Provost	March 2004 - Benched
<u>Title of Immediate Supervisor</u>	
Department Head, Theatre (Direct supervision by Technical Manager)	
<u>Positions Supervised</u>	
<u>Purpose</u>	
The Head Carpenter, Theatre, guides the carpentry production and related work for UFV plays.	

DUTIES & RESPONSIBILITIES

CARPENTRY

Assists in building, painting, and maintaining theatre sets, props, and furniture.

COORDINATION

Organizes set construction and painting.

SETS-UP

Assists in setting up scenery.

CLEANS

Assists with post production cleanup.

THEATRE WORK

Reads the script of plays in production and attends the first read through of plays.

Attends all production meetings and cue rehearsals.

STUDENT SUPPORT

Encourages students to achieve professional competence in backstage activities, along with other technical staff.

SHOP & TOOL MAINTENANCE

Assists in maintaining inventories and tools.

Maintains an orderly layout of shop and technical areas.

Arranges loans and rentals to students and community groups as appropriate.



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EDUCATION & TRAINING

EXPERIENCE

Experience in theatre set and construction, with preference for experience working in a post secondary theatre environment.

- Ability to encourage students who are learning competency in stage carpentry
- Ability to work in team environment, openness to feedback
- Ability to work a flexible time schedule are necessary
- Knowledge of and commitment to safe workplace practices including WHMIS and TDG (transportation of dangerous goods) is also required

Approval:

Dean, AVP, or VP

Date

Approval of Rating Team:

FSA

Mgmt

Date