



Lead Carpenter

Job Description:

The Lead Carpenter (LC) is an exempt position, which reports to and works in tandem with the Technical Director (TD).

The LC is responsible for the safe and effective construction of all production scenery and maintains smooth, safe, and efficient shop operations. The position also assists with rigging and with all shop and shop equipment maintenance.

Essential Duties & Responsibilities:

- Read and interpret design drawings
- Build scenery for all productions, including carpentry and metal work, confirming exact compliance with drawings; consult with TD on all builds
- Assist stage rigging for scenic, electrical, projection, and audio
- Follow shop regulations, policies, procedures, and protocols to ensure safe operation and maintenance of tools and equipment
- Maintain tools and equipment in safe operating condition
- Maintain an orderly and properly stored tool room
- Transport, load-in, assemble, and strike sets and scenery for all productions and events
- Work in accordance with safety best practices
- Attend all staff and production meetings, as necessary
- Construct special projects, as assigned
- Assist with any other production needs as directed
- Support the TD and maintain clean, safe, and organized working spaces throughout
- Complete any other responsibilities and tasks, as assigned and necessary



Lead Carpenter

Qualifications & Requirements:

- Bachelor's degree in Theatre or related occupational field **OR** 2+ years professional experience in theatrical carpentry
- Knowledge of stage carpentry and rigging
- Must be skilled in wood and metal construction
- Ability to read and understand theatrical shop drawings, design plans and elevations
- Exceptional eye for detail, fit, and finish
- Ability to work independently, multitask, prioritize, and meet deadlines in a fast-paced environment
- Ability to engage in positive, productive, and collaborative communications with direct reports, team members, executive staff, patrons, vendors, and other stakeholders
- Embracing of mentorship opportunities for direct reports
- Flexible schedule for evening and weekend work calls, special events, rehearsals, etc.
- Reliable transportation and a valid driver's license
- Comfortable working with heights including catwalks, ladders, genie lift, and scaffolding
- Ability to lift up to 50 pounds

Salary:

\$45,000 per year, negotiable based on qualifications and experience

To apply, please e-mail a cover letter and resume to our Technical Director, Doug Wilkinson at dwilkinson@palmbeachdramaworks.org. No phone calls please.