



JOB DESCRIPTION: SHOP FOREMAN / LEAD CARPENTER

REV: 12/2023

Job Title: Shop Foreman /Lead Carpenter

Reports to: Technical Director

Department: Production/Carpentry

FLSA Classification: Seasonal Full-Time Non-Exempt

Rate: \$21.00-\$24.00 per hour (based on experience)

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are strongly encouraged to apply.

General Statement of Job Function: The Shop Foreman /Lead Carpenter (SF/LC) is responsible for the overall work flow of projects, materials, and labor for the carpentry department. The SF/LC assists the Technical Director (TD) with the supervision of the scene shop personnel to ensure safe and efficient completion of all projects assigned by the TD and the Assistant Technical Director (ATD). The SF/LC makes recommendations for the efficient running of shop and theatre spaces, and is responsible for the maintenance and repair of scene shop and theatre tools and equipment.

Principle Duties and Responsibilities:

- Oversee timely and accurate construction of all scenic elements.
- Foster and lead crews to working in a safe, respectful and collaborative environment.
- Work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge
- Ability to troubleshoot problems in a calm and efficient manner under pressure.
- Oversee and participate in the build/construction, load-in, technical notes and strikes of all scenic elements.
- Oversee, implement and correct people on safe working practices.
- With ATD and TD, facilitate work flow through the shop as needed.
- Determine spatial, and equipment needs for projects as assigned by TD and ATD.
- Onboard, supervise, and train all carpentry staff in proper tool usage, construction methods, standards of quality, and safety guidelines.
- Read and interpret construction drawings and assist carpenters in understanding construction methods and material choices for assigned projects.
- Coordinate with TD, ATD, and Charge Scenic for timely delivery and placement of scenic elements as needed.

- Facilitate production shop operations; call all breaks as appropriate and determine appropriate amount of clean up time at the end of each day and week.
- Supervise and participate in the transportation, shifting and storing of scenery and other elements.
- Maintain all tools used in shops and theatre spaces, and advise the TD and ATD in any necessary purchases of parts and/or replacements.
- Utilizing the provided Safety Data Sheets, practice safe and appropriate use of common chemical based products found in a scene shop including, but not limited to: Bondo, B-I-N Paint, Spray Paint, Barge, contact cement, spray adhesives, epoxies, etc.
- Oversee and participate in the packing of all scenic elements, tools, hardware and materials for all load-ins and strikes.

Other Duties and Responsibilities:

- Create trial set ups and/or “proof of concept” set ups that can include rigging, automation, mechanization, pneumatics, lighting, etc. when necessary.
- Read and interpret designer drawings for purposes of constructing rehearsal scenery.
- Assist ATD in tracking usage of construction materials and asset inventory.
- When requested, fill in backstage as members of the crew for productions in cases of illness or planned absence.
- Maintain a clean and safe workspace.
- Other duties as assigned.

Required Qualifications & Skills:

- Strong Leadership Skills
- Strong Organization Skills
- Minimum 3-5 years’ experience in technical theatre.
- Excellent wood, metal, and finish carpentry skills;
- Up to date knowledge of welding, rigging, carpentry, motion control and stage craft techniques
- Strong knowledge of commonly used theatrical construction tools, including but not limited to: measuring and layout tools, portable and stationary woodworking tools, pneumatic tools, metalworking tools, welding equipment, rigging tools, machining tools, and cabinetry tools
- Able to climb four flights of stairs while carrying 40 pounds
- Able to work long hours during heavy build and tech periods
- Availability nights, weekends, and the occasional Holiday.
- Valid driver’s license with safe driving record;

Preferred Qualifications and Skills:

- Experience training individuals on common and advanced carpentry tools, materials, techniques and practices
- Ability to work comfortably at elevations of up to 45 feet
- Experience Working with or Running a CNC Router
- Comfortable driving a 26’ Box Truck