



JOB DESCRIPTION: SHOP FOREMAN

Rev: 12/2025

Job Title: Shop Foreman

Reports to: Technical Director, Assistant Technical Director

Department: Production/Scenic

FLSA Classification: Annual Full-Time Non-Exempt

Rate: \$25.00 per hour, Time and a half after 40

Goodspeed Musicals is committed to cultivating an environment where equity, diversity, inclusion, accessibility, and belonging are experienced at all job levels throughout our organization. Goodspeed is proud to be an Equal Opportunity Employer, and aims to have diverse staff that is representative of all theatre makers. BIPOC (Black, Indigenous, and People of Color), LGBTQIA+, and people with disabilities are strongly encouraged to apply.

Please be advised that the current representation for this position is under IATSE Local 84. The benefits outlined will apply until a formal agreement is reached between IA and Goodspeed. It's important to note that these benefits may be subject to adjustments based on the outcome of ongoing negotiations. Candidates do not need to be union to apply.

General Statement of Job Function: The Shop Foreman (SF) is responsible for the overall workflow of all projects, materials, and labor for the carpentry department. The SF assists the Technical Director (TD) with the supervision and leadership 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 makes recommendations for the efficient running of shop and theatre spaces and is responsible for the maintenance and repair of scene shop and theater tools and equipment.

Principle Duties and Responsibilities:

- Oversee timely and accurate construction of all scenic elements.
- 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 of any necessary purchases for 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.
- Maintain a clean, safe, respectful, and collaborative work environment.
- Foster a positive and collaborative work environment by resolving conflicts between employees, including addressing interpersonal issues, mediating disputes, and facilitating open communication to ensure a harmonious team dynamic.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities, cultivating and maintaining positive relationships, employing discretion, diplomacy, and tact, seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines, identifying priorities and making good decisions with a minimum amount of information, and staying relaxed and proactive when things are uncertain.
- A commitment to an equitable work environment, which includes use of gender inclusive language, support for individual gender expression, racial equity and intergenerational collaboration, accessibility for people with disabilities, and cultural sensitivity.

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 Production Management in tracking usage of construction materials and asset inventory.
- Conduct/assist with respiratory fittings of scene shop staff.
- When requested, fill in backstage as members of the crew for productions in cases of illness or planned absence.
- 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 stagecraft 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. Comfortable loading and driving a stake-bed truck.

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 with basic stage electrical equipment, soldering, and troubleshooting basic electrical issues; Comfortable loading and driving a box truck.