

## Job Description | **Scene Shop Team Member**

**Reports to:** Producing Artistic Director

**Direct Supervisor:** Technical Director

### **Job Description**

The Scene Shop Team Member is a person who helps foster a professional theatre environment, working in collaboration with the other scene shop team members on a wide variety of construction projects. This position helps bring the artistic vision of the Playhouse design and production team to life while fostering a positive and safe work environment.

### **Responsibilities include but are not limited to:**

- Be a carpentry Team Member
- Assist with construction, load-in/out, & rigging of Scenery
  - Assist with planning construction, load-in/out, & rigging of Scenery
  - Assist with lists of carpentry/fabrication projects (Show & Shop related)
    - Assign these projects to appropriately skilled individuals (shop members, volunteers, other company staff) with attention to priority.
  - Perform all tasks to Duluth Playhouse standards with an emphasis on safety, both for the fabricator and the performers on stage
- General Scene Shop maintenance
  - Ensure tools are returned to locked storage
  - Ensure general shop tidiness & order
  - Tools properly shut down and spaces locked at Shop closing
  - Help coordinate the removal/return of large props and scenery to storage
- Assisting with the purchase and maintenance of tools and equipment
  - Routinely checking for blade replacements on saws
  - Routinely checking for worn parts on all Shop tools and equipment
  - Routinely noting times when additional tools would increase efficiency, and quality of finished scenic pieces.
- Assist with replenishment of running inventory of Shop consumables
  - Including but not limited to
    - Fasteners (screws, nails, staples, bolts, etc.)
    - Bonding agents (glues, epoxy, spray adhesives)
    - Drill bits, router bits, blades, cutting/grinding/sanding wheels
    - Lubricants (silicone spray, tool oil, cutting oil, graphite spray, WD40, etc.)
- Assist with all other needs of the Scene Shop and Business as needed.

### **Experience and Skills:**

- Experience fabricating for theatrical productions is a plus, but not a requirement. The ideal applicant will be familiar with traditional hand and power tools, and be proficient in basic carpentry skills
- A positive attitude and a passion for creative problem solving

The office environment is interactive, fast-paced, and tightly connected between departments. The Scene Shop Team Member should be comfortable with spontaneous meetings and participate in collaborative discussions offering team support.

Duluth Playhouse is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender identification, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status. We strongly encourage candidates from underrepresented backgrounds and communities to apply.

**To Apply:**

Send a cover letter, resume, 2-3 references, and any additional supporting documents you would like to provide, to [apply@duluthplayhouse.org](mailto:apply@duluthplayhouse.org) with the subject "Scene Shop Team Member". No phone calls.

Position open until filled.