

# Scene Shop Supervisor Position Description

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**TITLE:** Scene Shop Supervisor  
**REPORTS TO:** Technical Director  
**DEPARTMENT:** Production - Scenery

**FLSA:** Fulltime, Exempt  
**DATE:** 6/14/2022

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## POSITION DESCRIPTION:

The Scene Shop Supervisor supports the Technical Director in the planning, construction, implementation, and deconstruction of scenery for the stage and maintains the scene shop's tools, organizational systems, and inventory. With the technical director, they find, train, and supervise seasonal staff and overhire. They ensure all work done is in alignment with and in service to Woolly's artistic mission and commitment to Equity, Diversity, Inclusion, and Access. The Assistant Technical Director reports to the Technical Director.

## DUTIES & RESPONSIBILITIES:

### *Production:*

#### *Planning and Collaboration and Preparedness on Projects (20%)*

- In coordination with the Technical Director, prepare and organize the technical information pertaining to the scenery for specific productions so that the productions can be built, installed, and struck by shop employees in a timely, safe, and resource efficient manner;
- Think creatively with the Technical Director to engineer technical solutions to scenic designs, concepts and ideas;
- Create working drawings;
- Attend daily Check In and Out meetings with the scene shop staff and other production departments, as well as weekly Production Staff meetings, Production Meetings as directed, including representing the Technical Director in production meetings after technical rehearsals when necessary;
- When required, drive cargo vans and box trucks to complete projects;
- Actively support Woolly's commitments to Equity, Diversity, Inclusion, and Access.

#### *Fabrication, Management, and Safety (65%)*

- Construct scenery from wood, steel, and other materials;
- Actively support Woolly's commitment to safety in the workplace, working with the Technical Director in the curation and implementation of new and improved safety practices in the scene shop, theatre, and technical work spaces;
- Assist in the supervision and training of the seasonal carpenter and any overhire;
- Assist in the training of the run crew when required by the nature of the design;
- Play an active role in leading the scene shop floor according to the schedules determined by the Production Manager and Technical Director;
- Proactively update staff on the conditions of the theatre space, especially when the theatre is a construction zone during changeover;
- Ensure continued scene shop support and maintenance throughout a show's run as well as proper archival upon closing.

#### *Inventory and Resource Management (10%)*

- In coordination with the technical director, maintain an up-to-date inventory of all stock scenery items;
- Maintain an up-to-date inventory of tools, with special awareness and focus on upkeep and maintenance;
- In coordination with the technical director, monitor and replenish basic supplies in the scene shop;
- Suggest and implement improvements to equipment and processes to improve shop capacity.

#### *Company-Wide Responsibilities (5%)*

- Commit to Woolly's policy of anti-racism and radical inclusivity. This includes participating in anti-bias/anti-harassment training, familiarizing yourself with the policies in the employee handbook, using Woolly's Liberation Library as an educational resource, engaging in EDI work at Woolly, and furthering your own independent journey with anti-racism;

- Cross-departmental collaboration, including participating in at least one Woolly working group, committee, and/or taskforce outside of your own department;
- Advocate for policies both internally and externally that further advance Woolly's stated values on an organizational, local, and national scale;
- Contribute in meaningful ways to the culture. See "Our Culture at Woolly" section below for more information;
- Act as an ambassador for Woolly Mammoth in the local community and beyond.

## **QUALIFICATIONS:**

- **Experience:**
  - Minimum of three years of experience in theatrical scenery production or equivalent education.
  - Experience managing crews
- **Essential Knowledge, Skills, and Abilities:**
  - Ability to fabricate scenery using carpentry, welding, and rigging skills
  - Ability to lead employees to complete work done efficiently and safely with an appropriate level of quality and expectations;
  - Ability to communicate and delegate tasks to others in order to keep the flow of work moving forward at an efficient rate;
  - Ability to research an unknown process or material so it may be applied to a technical solution for a scenic element;
  - Knowledge of simple engineering and structures to use in technical designs;
  - Knowledge of safe working practices to promote and maintain a safe working environment.
- **Other Skills or Qualities:**
  - Active engagement and leadership development in your individual position is integral to the overall health of our organization. This will be reviewed and defined with your supervisor to set individual goals. Woolly encourages employees to take personal responsibility and pride in their work;
  - See the larger picture and pull out the relevant details to diagnose problems. Think creatively about how to solve problems including new ways of working together. Woolly values innovative thinking, big ideas, and bigger passion;
  - Collaborate with and adapt to a wide variety of people and personalities, working styles, and artistic visions;
  - Skill in word processing, spreadsheet usage, and database preparation for information preparation, organization, and communication;
  - Excellent written and verbal communication skills;
  - Familiarity with Microsoft Office and CAD software, especially AutoCAD and Vectorworks to create plans and drawings for scenic construction.

## **WORKING CONDITIONS:**

- Normal shop environment.
- Ladder- and stair-climbing is required to access the catwalks and rigging positions.
- Ability to lift 50 pounds.
- Use of aerial lifts and work at height.
- Some evening and weekend work required.
- Limited travel required.
- Woolly Mammoth Theatre Company is located in Washington, D.C.'s Penn Quarter neighborhood. It is air-conditioned, located in a wheelchair accessible building, and in close proximity to public transportation.

## **COMPENSATION:**

- **Starting Salary:** \$45,000
- To be more equitable and transparent with our salaries, the starting salary for this position is as stated and non-negotiable. For excellent candidates, other parts of the compensation package may be considered negotiable.

## **OUR CULTURE AT WOOLLY:**

At Woolly, our culture is driven by our stated core values of radical inclusivity, creative risk-taking, relentless inquiry & experimentation, world-class excellence, and innovation. We expect both personal and collective accountability in how these values are applied to the work of each employee of WMTC. We acknowledge that Woolly Mammoth has upheld and benefited from systems of oppression in our country and we aim to do better; using the principles of anti-racism to guide our actions and decision-making. How we do things is as important as what we do, and we expect our core values and anti-racist practices to influence the way we work together as a team. We strive to center openness, integrity, and care in our policies, processes, and how we interact with one another. We embrace a culture of transparency, accountability, and mutual respect as the foundation of all our collaborations, both inter-departmentally and externally. We take seriously our role as a civic leader, and strive to address local and national challenges using our knowledge, skills, commitment, and resources. As part of this work, all employees are expected to develop meaningful internal and external relationships that are mutually beneficial and impact-aware. We believe that everyone in the Woolly community is worth engaging in conversations about the art we make and how that art intersects with the world. We lean into the unconventional, especially if a nontraditional and inventive approach will help us reach new understandings of our art form, our industry, and our world.

## **HOW TO APPLY:**

Please email a cover letter and resume (including references) to [resumes@woollymammoth.net](mailto:resumes@woollymammoth.net). Please include "Scene Shop Supervisor" in the subject line of the email.