

Seasonal Carpenter Position Description

TITLE: Seasonal Carpenter
REPORTS TO: Technical Director
DEPARTMENT: Production - Scenery

FLSA: Hourly, Nonexempt
DATE: 6/14/2022

POSITION DESCRIPTION:

The Seasonal Carpenter supports the technical director and scene shop supervisor in the construction, implementation, and deconstruction of scenery for the stage. They may also be asked to work on maintenance tasks in the shop and theatre. 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 seasonal carpenter reports to the Technical Director.

DUTIES & RESPONSIBILITIES:

Production:

Fabrication of Scenery (85%)

- Construct scenery from wood, metal, and other materials to the required level of fit and finish.
- Install scenery, including rigged items and some practicals.
- Complete projects that increase the Woolly Mammoth Scene Shop's capacity.
- Actively support Woolly's commitments to Equity, Diversity, Inclusion, and Access.

Scene Shop, Technical Maintenance and Safety (6%)

- Assist the scene shop supervisor in maintaining inventory and supplies for the scene shop;
- Actively support Woolly's commitment to safety in the workplace by working in safe ways and encouraging others to do as well;
- Ensure continued scene shop support and maintenance throughout a show's run.

Scene Shop Internal Communication and Daily Maintenance (6%)

- In collaboration with the Technical Director, support the personnel in the scene shop to promote a safe, healthy, and productive working environment, in line with Woolly's mission;
- Clean up working spaces daily to maintain safety and efficiency in our work environments;
- Participate in training and orientation of scenic overhire.

Company-Wide Responsibilities: (3%)

- 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.

QUALIFICATIONS:

- **Experience:**
 - Minimum of one year of experience in theatrical scenery production or equivalent educational experience.
- **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.
 - 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;
- Excellent written and verbal communication skills;
- Familiarity with Microsoft Office and CAD software, especially AutoCAD and Vectorworks is a plus but not required

WORKING CONDITIONS:

- Normal shop and office environment (95% shop, 5% office)
- 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:** \$21.00 an hour, 35 hours a week
- The contract will run from July 25th 2022 until June 30th 2023. Woolly Mammoth observes most federal holidays. Those days will be unpaid days off for this position. Woolly will commit to informing the candidate if an extension is possible for the following season by April 1st 2023.
- Woolly Mammoth Theatre Company recognizes that conversations about salary can be difficult. In recognition of the necessity for top-tier talent, we strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Woolly will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.

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. Please include "Seasonal Carpenter" in the subject line of the email.