**Theatrical Carpenter I Standard Job Description**

**Classification Title:** Theatrical Carpenter I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 4

**Job Description Summary:**

The Theatrical Carpenter, under supervision, assists in the setup, running, and strike of special events for theatres and performing arts facilities.

**Essential Duties and Tasks:**

**30% Event Setup and Support**

* Delivers and sets up temporary heavy equipment for special events at various campus locations.
* Provides event support before, during, and after events.
* Works backstage during events.
* Assembles platforms and stages.

**20% Skilled Trade and Maintenance Work**

* Performs skilled trade work such as constructing special event-related items.
* Conducts repairs and maintenance on equipment, tools, and fixtures.
* Changes light bulbs and performs preventative maintenance on machinery.

**10% Supervision and Coordination**

* Supervises student labor during changeovers.
* Assists the Arena Foreman with light maintenance and upkeep of equipment.

**10% Operations Management**

* Operates and maintains fly systems in the theatre and auditorium.
* Repairs and maintains facilities including platforms and dressing rooms.

**10% Inventory and Logistics**

* Loads and unloads trucks and operates forklifts for event setup.
* Responsible for repairing and maintaining arena seating.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* One year of related experience.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of theatrical productions and special event productions.

**Machines and Equipment:**

* Telephone
* Trade and Fabrication Tools

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**