**Theatrical Carpenter II Standard Job Description**

**Classification Title:** Theatrical Carpenter II

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 5

**Job Description Summary:**

The Theatrical Carpenter II, under supervision, inspects the setup, runs, and works with suppliers on special events for theatres and performing arts facilities.

**Essential Duties and Tasks:**

**40% Event Setup and Support**

* Coordinates and sets up temporary heavy equipment for special events in and outside of facilities.
* Provides event support before, during, and after events.
* Assembles platforms and stages for performances.
* Works backstage during events to ensure operational success.
* Provides assistance in installing temporary electrical distribution for special events.

**20% Facility and Equipment Management**

* Operates and maintains tools and equipment used for event setups. Designs practices and resources to improve efficiencies of event setups and equipment management/storage.
* Ensures supplies and equipment are kept at an optimal level year-round.
* Assists management in planning future large item purchases or substantial equipment improvements.
* Maintains compliance with established safety rules and regulations in all work areas.

**10% Skilled Trade Work**

* Performs skilled trade work such as constructing items related to special events.
* Operates and maintains fly systems in the theater and auditorium.
* Provides written estimates for projects to management before implementation.

**10% Client and Staff Interaction**

* Serves as stage manager for major and minor events.
* Represents the department while interacting independently and directly with clients, customers, and vendors.
* Ensures the facility and staff are prepared for large-scale productions and performance needs.
* Works directly with traveling productions to meet performance needs.

**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.
* Three years of related experience.

**Required Licenses and Certifications:**

* None.

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

* Knowledge of theatrical productions and special event productions.
* Ability to multitask and work cooperatively with others.
* Strong organizational skills.
* Customer service skills.

**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**