



Position Title: **Production Carpenter**

Department: Production

Reports to: Technical and Facilities Director

Classification: Seasonal Full-time, non-exempt, IATSE

Salary Range: \$28.01 per hour

SUMMARY

The Production Carpenter, under the direction of the Technical and Facilities Director (TFD), acts as the IATSE liaison show carpenter for installation, running, strike, and packing of scenery and production materials at the Ordway and other external venues. The Production Carpenter participates in the fabrication of scenery and other elements related to the Minnesota Opera (MNOP) production department, the development of schedules and materials/asset inventories, room and event set up and breakdown, and A/V tech support for MNOP productions and activities. Key to the position is the ability to communicate and collaborate with all facets associated with MNOP's operations including production, facilities, artistic, impact, advancement, and board relations, along with vendors and rental/event clients.

RESPONSIBILITIES

Include but are not limited to:

- Maintain a positive work relationship across the organization, and with outside clients and vendors.
- Facilitate the flow of information among scene shop personnel, stagehands, MNOP staff, guests, and clients.
- Maintain a clear understanding of the Collective Bargaining Agreements for MNOP, the Ordway Center for the Performing Arts, and other local venues
- Acknowledge and adhere to the procedures and policies of the Collective Bargaining Agreement between Minnesota Opera and I.A.T.S.E Local 13
- Build scenery for MNOP productions and events using a wide variety of construction materials and methods typically utilized in the performing arts
- Collaborate with TFD and other production department heads as the IATSE liaison and MNOP representative with venue house and run crew for all load ins, technical rehearsals, performances, and load outs for MNOP productions at the Ordway Center for the Performing Arts and other venues
- Assist the TFD in the engineering design, configuration, and rigging for all moving scenic pieces and assist with implementation of special equipment including chain motors and winches
- Assist the TFD in the calculation, design, and execution of weight bearing methods for scenic build and install
- Collaborate with TFD and Production Stage Manager (PSM) on the development, updating, and maintenance of production paperwork including show running notes and backstage configurations including, but not limited to, quick change booths, prop tables, and scenery storage
- Collaborate with TFD and PSM in the archiving of all productions with particular attention to post-production rental packages
- Collaborate with TFD and PSM on the planning, execution, and monitoring of all on stage scenic shifts
- Collaborate with TFD to develop and enforce safety guidelines and regulations for all locations and venues utilized by MNOP
- Install, Program, Operate, and Oversee Scenic Automation equipment and systems.
- Read show reports, rehearsal schedules, weekly company schedule and company calendars. In consultation with the TFD, follows up on appropriate notes and/or production needs during performance periods
- Collaborate with Artistic/Music department to set-up/supervise Orchestra (classical music) seating arrangements and required support equipment for specific instrumentation
- Collaborate with TFD and VPP on developing and implementing load-in, strike, logistics, and trucking schedules
- Collaborate with TFD and other production department heads on maintaining rental production inventories and warehouse organization
- Collaborate with VPP, TFD, and PSM in the archiving of all productions with particular attention to post-production rental packages

- Attend staff, production, and other meetings as directed by the TFD
- Travel with rental productions as required to assist with load-ins and strikes
- Serve on run crew for MNOP productions outside of the Ordway as needed.
- Other duties as assigned

Inclusion, Diversity, Equity, and Access

- Attend all company wide and pertinent production IDEA training workshops
- Support MNOP's ongoing work in developing and pursuing anti-racist and anti-oppressive practices

General

- Approach and carry out duties, as designated above, with a positive attitude
- Function in a professional and collegial manner when collaborating with all opera personnel, professional creative teams, staff, management and other guest artists
- Represent Minnesota Opera and build positive relationships on its behalf within the profession and with others as appropriate
- Continue professional development by staying up to date with the latest technologies and best practices within the industry
- Follow procedures and policies of the Minnesota Opera as written in the employee handbook
- Give support and show appreciation to the Board of Directors, patrons, and other volunteers and supporters of Minnesota Opera
- Maintain complete knowledge of Minnesota Opera's Safety, Health, and Emergency Action Handbook, including procedures for accidents and injuries

KNOWLEDGE AND SKILLS:

- Demonstrated leadership skills in a scene shop and backstage environment
- Experience in scenery construction techniques including, but not limited to, advanced metal and woodworking, theatrical rigging, mechanical design, and hydraulics
- Knowledge of lighting, sound, and video equipment
- Knowledge of the Microsoft Office 365 Suite of products
- Knowledge of AutoCad, Vectorworks, and other drafting platforms
- Excellent judgment and analytical abilities
- Outstanding communication skills with the ability to collaborate with a variety of colleagues from performers to management
- Ability to work and think independently, a motivated self-starter who also works well in a larger team
- Current Driver's License and ability to drive company vehicles and 26-foot box trucks

WORK CONDITIONS:

- This position works combinations of evenings, weekends, and long days of 8 – 10 hours or more
- This position must utilize and troubleshoot scene shop tools and equipment
- This position consistently works in darkened environments
- This position must be able to consistently position oneself in a stooping, kneeling, or crouching manner
- This position occasionally ascends/descends ladders and personnel lifts
- This position must be comfortable working at heights and in catwalks
- This position must be comfortable working in confined spaces
- This position must be able to consistently lift and move materials or equipment up to 75 lbs

This position is a good fit for someone who:

- Has familiarity with IATSE Local 13 or other IATSE locals
- Is a member in good standing of IATSE and/or is willing to become a member of IATSE Local 13
- Has the ability to lead and manage IATSE stagehands and communicate instructions
- Has a proficiency in scenery construction techniques
- Has experience with theatrical lighting, audio, and video equipment
- Possesses knowledge of best practices in backstage safety
- Has eagerness to work towards MNOP's stated objective to become an anti-racist, anti-oppression institution
- Has the ability to think creatively about scene shop and stage operations and is open to interrogating existing practices in the interest of positive innovation and efficiencies



MNOP is willing to teach:

- Opera as a collaborative art form
- Orchestra instrumentation and layouts
- Policies and procedures, including Inclusion, Diversity, Equity, and Access practices, specific to Minnesota Opera
- MNOP's commitment to Intimacy Direction
- Microsoft 365, AutoCAD, Vectorworks and other company-specific software
- MNOP policies and procedures

MNOP Diversity Charter:

Minnesota Opera believes that pursuing anti-racist and anti-oppressive practices enhances the beauty and power of the art form itself, and amplifies the tremendous artistry cultivated in our musical storytelling.

For a downloadable version of the full MNOP Diversity Charter, [click here](#).

We especially encourage applications from people of color, women, persons with disabilities, members of the LGBTQIA community, and all others who may contribute to further diversification of ideas at Minnesota Opera.

COVID-19 Information:

Minnesota Opera is committed to providing a safe and healthy workplace for all our team members and has a COVID-19 Preparedness Plan in place which follows guidelines from the Centers for Disease Control (CDC), Minnesota Department of Health (MDH), and federal and state Occupational Safety and Health Administration (OSHA) standards, as well as industry guidance for safe performing arts activities.

All staff, artists, contractors, and other parties directly engaged by Minnesota Opera are required to be fully vaccinated against COVID-19 prior to their first day of in-person work. Fully vaccinated, as defined by the CDC, is two weeks after your final vaccine dose. Candidates hired for these positions will be required to show proof of vaccination.

How to apply:

Please go to <https://mnopera.org/about/jobs>. In the position announcement/job summary click the red box labeled "LEARN MORE". You will be directed to MNOP's Self ID Survey. You are required to fill out the Self ID Survey prior to proceeding to the next page. Once complete, you will be directed to the application page – please submit your application and upload your cover letter and resume. All materials will go directly and solely to the Human Resources Director, Jen Thill. Individual Self ID information will be seen only by the HR Director, application materials will be forwarded to the search team.

or to mail cover letter and resume directly to:

Minnesota Opera
Attn: Jen Thill, HR Director
620 N. First Street
Minneapolis, MN 55401

Deadline for submission: November 28th, 2021, 5p CT, however review of applications will begin upon receipt. Submission date will be extended as necessary.