

# Asst. Technical Dir/Lead Theater Carpenter

Walnut Hill School for the Arts, Natick, MA, US

30+ days ago Requisition ID: 1156

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**Salary Range:** \$43,000.00 To 46,000.00 Annually

Walnut Hill School for the Arts has an immediate opening for an experienced Assistant Technical Director/Lead Theatrical Carpenter for the 2022-2023 academic year. This position will work with a fully staffed technical team to execute the build, load-in and strike of productions and events throughout the year.

This position works directly with students to train, supervise, and support them in all aspects of stagecraft. The Assistant Technical Director works closely with the technical team, faculty, staff, and students to help manage a busy production schedule with performances from the Theater, Dance, Music, WFMA, and Visual Art departments, as well as events throughout the other arts and academic departments, and community programs.

This is a full-time (10-month academic year) position reporting to the Director of Production & Events. All Walnut Hill faculty/staff are active, engaged members of the school community who are committed to collaborating and growing in their field.

## General Duties

- Work closely with staff and overhire carpenters to construct scenery;
- Assist with all technical elements for load-in, show run, and strike of events and productions;
- Oversee the organization, cleanliness, and maintenance of the Scene Shop; maintain and repair tools as necessary;
- Supervise and train students in all aspects of stagecraft;
- Manage/train student crew for all performing arts productions;
- Assist in the supervision of overhire staff;
- Assist in other areas of production including lighting and sound;
- Work collaboratively with various departments in a wide range of performances and provide support and expertise as needed;

- Collaborate with the Technical Director and other technical staff on ensuring smooth operations and a safe and workable environment for staff and performers; and
- Perform additional duties assigned.

#### Collaboration, Professional Development, and Training

- Complete required paperwork, forms, surveys, employment documents, background checks, fingerprinting, online training programs, request and report absences, accidents, and injuries, and follow other school policy and legal requirements by established deadlines;
- Work collaboratively with colleagues across all departments to foster a positive working and educational environment for students and employees to support the school's mission, vision, and core values;
- Participate in communal programming, all-school events, art events, and support student performances, art openings, exhibitions, and other campus-wide activities if appropriate and instructed by supervisor; model and encourage appropriate behavior and monitor students during events and programming;
- Attend and participate in required faculty and staff meetings and department meetings; participate and engage fully in individual reviews and evaluations; be open to feedback and work with supervisor to set goals and expectations for the future;
- Attend and participate in all Professional Development (PD) days, training programs, orientation programs, benefit meetings, mandatory seminars, team-building exercises, and safety training/drills; and
- Display willingness and ability to grow, learn, explore new approaches, and practice self-reflection.

#### Qualifications

- 3+ years experience in carpentry, technical theater, or a related field;
- Excellent organizational and time management skills;

- Extensive knowledge of tools and materials used in theatrical scenery;
- Ability to safely operate power and hand tools, equipment, vertical lift, ladders, dollies, and other carpentry, loading, and unloading equipment;
- Excellent carpentry skills in both woodworking and metal work/welding;
- Wide range of construction skills including finish work;
- Experience with rigging and staging, as well as theatrical sound and lighting equipment;
- Excellent decision-making skills; ability to react calmly and effectively in emergency situations;
- Knowledge of safety codes, regulations, and procedures;
- Ability to safely operate motor vehicles and follow safety laws, regulations, and school policies;
- Excellent customer service skills and ability to work with a wide range of people;
- Effective written and oral communication skills; proficient computer skills;
- Commitment to working in and fostering an inclusive community; be committed to learning about and practicing anti-racist work;
- Ability to work independently and effectively in a changing, fast-paced environment;
- COVID-19 vaccination with booster or valid exemption required; and
- Current driver's license is required.

About us:

Walnut Hill School for the Arts, located in Natick, Massachusetts and 20 minutes from Boston, is an independent boarding and day high school offering a transformational educational experience designed for student artists in grades 9–post graduate. Walnut Hill combines a comprehensive college-preparatory academic curriculum with intensive, pre-professional artistic training in theatre, dance, music, visual art, and writing, film & media arts. Walnut Hill is committed to creating and enhancing an inclusive environment, and welcoming and celebrating a wide range of cultural, artistic, and educational backgrounds that compliments and supports our diverse community.

*Commitment to the school's Core Values, of Community, Growth, Excellence, Creativity, and Respect are imperative to the success of all Walnut Hill faculty, staff, and administration members. All Walnut Hill faculty/staff are active and engaged members of*

*the school community who are committed to collaborating and growing in their field, participating in school events, supporting students in their arts, supporting other faculty/staff members, and who have the ability to self-reflect on their own practice.*

#### Physical Demands

Physical demands include dexterity for electrical, mechanical, and supply operation including but not limited to using electrical equipment, power and hand tools, driving, writing, typing, using electronic devices, computer, phone, office machinery, copy machine, fax machine, and printers. Walking, ascending/descending stairs and ladders, stooping, bending, reaching, carrying, lifting, pushing/pulling, and sitting or standing for extended periods of time are common. Ability to move continuously during work hours and ability to lift, push/pull and/or carry up to 100 pounds using appropriate tools is required. Work environment may include extreme temperatures both inside and outside, precipitation due to the New England weather, and machinery noise. Proper use of applicable personal protective equipment (PPE) is required.

To Apply: Submit resume and cover letter through the Walnut Hill School for the Arts online [Career Center](#).