

**JOB POSTING  
COWLES CENTER FOR DANCE AND THE PERFORMING ARTS  
HEAD CARPENTER**

<b>Job Title:</b>	Head Carpenter
<b>Department:</b>	Production
<b>Reports To:</b>	Production Manager
<b>Status/Classification:</b>	Hourly
<b>Terms of Employment:</b>	Governed by a collective bargaining agreement (C.B.A.) with IATSE Local #13.

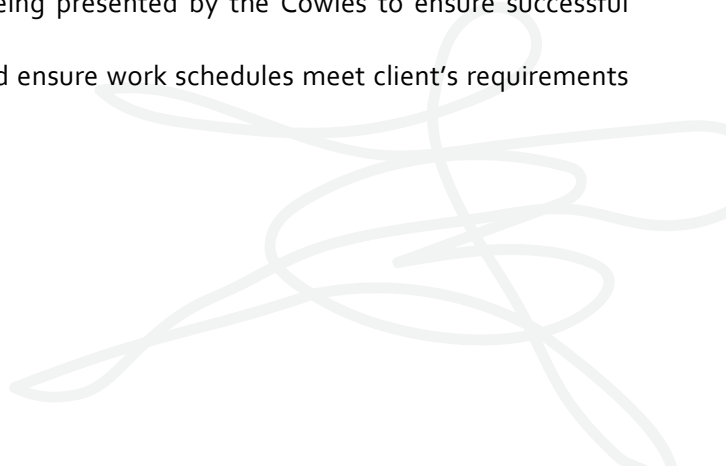
**Position Purpose:** As a working department head, the Head Carpenter works directly on and oversees stage work for all performances in The Cowles Center's Goodale Theatre. This position is charged with operation of and familiarity with all house theatrical systems, especially carpentry and rigging, but also including lighting, props, audio/visual, counterweight rigging systems, marley dance floor, as well as upkeep and maintenance of in house systems. The Head Carpenter oversees on-call IATSE Local #13 crew members working at the Cowles Center, and will work cooperatively and often times cross departmentally with the other members of the three person house crew (audio and lighting) to ensure the execution of all performances and events and safe use of all technical equipment.

**Essential Functions:**

- Works closely with Cowles Production Manager to ensure smooth and safe stage operations, and to foster a positive and flexible environment for the dance companies and all events.
- With Production Manager, oversees IATSE Local #13 stage crew during technical periods and performances as Head Carpenter per C.B.A.
- Ensures all crew provide exceptional client service and conduct safe use of all theatre equipment within code and industry standards.
- Monitors the condition of all specialized theatre equipment; executes preventative maintenance plan and oversees and performs preventive maintenance on equipment as requested by Cowles management.
- Performs show tracks as required.
- Works closely with clients and dance companies being presented by the Cowles to ensure successful execution of their performances.
- Works with Production Manager to fill crew calls and ensure work schedules meet client's requirements exhibiting fiscal responsibility.

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**Desired Qualifications:**

- High school diploma or equivalent and at least eight years experience as a stage technician.
- Strong familiarity with carpentry, rigging, counterweight fly rail systems, marley dance floors.
- Strong familiarity serving on a run crew and/or managing run crew for a live production.
- At least basic familiarity with Lighting, and audio/visual technology.
- Ability to manage time and work on multiple projects in order to meet production requirements and deadlines.
- Ability to calmly, effectively, and professionally communicate to resolve conflicts, ask informed questions, and relay information to others.
- Ability to creatively solve problems and foster a collaborative environment.
- Team player with a passion for performing arts and sense of humor
- Ability to work independently.
- Ability to lift and move up to 50 pounds.
- Ability to crouch, twist, bend, stoop, climb stairs and ladders, stand and sit for extended periods of time, reach above, below and at neck level, work at heights above the floor, have full range of neck motion, see near and far with good depth perception, and work indoors and outdoors.
- Experience with Microsoft Office Suite, especially Xcel.
- Experience with CAD/AutoCAD a plus.
- Experience with C.B.A. a plus.

**To Apply:**

Mail or E-Mail letter of interest and resume by October 5<sup>th</sup>, 2018 to:

The Cowles Center

Randy Ingram

General Manager

528 Hennepin Ave # 200

Minneapolis, MN 55403

E-Mail: [ringram@thecowlescenter.org](mailto:ringram@thecowlescenter.org)

No Phone Calls Please

*The Cowles Center is an EEO/AA Employer*

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