

POSITIONS AND DESCRIPTIONS

CONSTRUCTION COORDINATOR: The duties of the Construction Coordinator shall include the co-ordination of all work in conjunction with the manufacture and building of sets, cut-outs, scenic frames, parallels and platforms and all carpentry work on stages and permanent building connected with the production, including buildings or other structures used as locations. The Construction Coordinator is responsible for disbursement of the assigned budget; delegation of work required for the efficient operation of the Construction Department.

HEAD CARPENTER: The Head Carpenter must be able to perform those functions as previously described, and must be able to assume all responsibilities in the event of the absence of the Construction Coordinator.

ON SET CARPENTER: The duties of the on set Carpenter shall be to, in a general way, oversee and maintain construction techniques and standards as deemed appropriate by the Coordinator/Foreman, and expedite work to accommodate the needs of the shooting crew.

CARPENTER: A Carpenter should have a working knowledge of all shop equipment, and the ability to read and interpret drawings. All tasks are performed under supervision of the Head Carpenter or Assistant Head Carpenter.

ASSISTANT CARPENTER: The Carpenters Assistant duties are to assist in the construction of scenic elements. To perform any tasks as deemed appropriate by the Head Carpenter/Assistant Head Carpenter. This is a learning position.