FULL-TIME HEAD CARPENTER
Department: Production
Status: Full-Time
Hours: 40 Hours/Week

The Royal Winnipeg Ballet is committed to an inclusive and diverse environment that values, respects and supports all individuals. We aim to have a workforce representative of the diversity within our community, and welcome and encourage applicants from various backgrounds including women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to further diversification endeavors.

SUMMARY STATEMENT
The Head Carpenter manages the overall technical integrity of all scenic and support elements for RWB events and productions in-town and on tour. This position supervises Touring and Local Crews, providing leadership in the safe and effective installation, rigging, and operation of productions. The Head Carpenter works with the Production Manager to manage and maintain the RWB warehouse and shop, and associated inventories. This position functions as a hands-on department head and crew chief, working closely with Stage Management and Artistic to disseminate production information, changes, and call times to production crew.

DUTIES AND RESPONSIBILITIES
- Foster and maintain a safe work environment utilizing Workplace Safety and Health, and industry best practices.
- Work with the Company and Stage Management to ensure a cohesive touring company.
- Manage and direct the work of union and non-union production personnel of various technical departments in the theatre, shop, and studio.
- Supervise the load in/out process, installs, and strikes for all productions.
- Advance production and tour information with venues.
- Schedule and oversee crew calls.
- Supervise and manage production preparations, construction projects, and miscellaneous warehouse projects.
- Coordinate truck scheduling and call times.
- Ensure compliance with all company policies, agreements, and contracts.
- Organize and oversee the ongoing maintenance of production equipment; actively troubleshoot issues and proactively address concerns.
- Create, maintain, and distribute complete and accurate show records including show notes, stage plots, crew tracks, and related tour and show information.
- Transport equipment between RWB facilities and venues.
- Liaise with required staff to resolve any technical issues.
- Collect and submit timesheets and payroll information of local crew, touring personnel, and overtime as required.
- Assist with general shop and event duties as required.
- Other duties as assigned.
WORKING CONDITIONS
The Head Carpenter works irregular hours, including evenings and weekends, with extensive travel required. This position requires the ability to lift and carry heavy loads of up to 50lbs, stand/sit for extended periods of time, and work at heights requiring access by ladder, scaffold, and aerial work platform. The Head Carpenter consistently works with multiple, changing deadlines and deliverables and must ensure deadlines are met.

EDUCATION AND QUALIFICATIONS
- Post-secondary education in Theatre Production, or equivalent work experience.
- Minimum five years’ experience touring in a theatre or ballet environment with knowledge of professional work standards.
- Experience with woodworking tools, set construction, and a theatrical shop environment.
- Familiarity with carpentry, electrical, and mechanical repair.
- Knowledge and experience of safe stage rigging practices and standards.
- Demonstrated experience leading a crew.
- Working knowledge and experience with Microsoft Office and Vectorworks CAD software an asset.
- Valid Class 5 driver’s license or willing and eligible to obtain within three (3) months of employment.
- Clean driving record desirable.
- I.A.T.S.E. Membership or ability to join.
- Clear Criminal Background and Child Abuse Registry checks.

SKILLS AND SPECIFICATIONS
- Strong organizational and communication skills.
- Detail oriented, resourceful, flexible with the ability to handle multiple tasks.
- Sound leadership skills with the ability to manage diverse teams with varied skill levels.
- Able to work under pressure calmly and effectively.
- Strong written, mathematical, and analytical skills.
- Capable of reading and creating technical drawings, plots, blueprints, and other technical drawings.

APPLICATION INSTRUCTIONS
If you are qualified for this position, apply to People Services at peopleservices@rwb.org. Candidates must submit a cover letter that showcases your personality and fit for the role, and resume. We thank all applicants for their interest; however only those selected for an interview will be contacted.

The Royal Winnipeg Ballet is committed to providing accessible employment while ensuring our recruitment process is barrier free. Accommodations are available upon request for candidates participating in all aspects of the assessment and selection process. Requests for accommodation can be sent to peopleservices@rwb.org.

Closing Date: Open until filled.

As part of the Royal Winnipeg Ballet hiring process, successful candidates will be required to provide proof of full COVID-19 vaccination and submit a satisfactory Criminal Background Check and Child Abuse Registry Check.