JOB DESCRIPTION

Scene Shop Carpenter

**Definition of Class**
Incumbents in this position oversee the construction and installation of scenery related to theatrical productions according to plans produced by and within guidelines set by the technical director. The incumbent performs skilled carpentry work through the use of a variety of materials related to the construction of furniture and scenery. Incumbent performs work related to the planning, layout, construction, and installation of scene shop construction projects.

**Examples of Work Performed**
Organizes and supervises the work of student workers. Assigns job tasks to students and ensures the accurate completion of construction projects. Inspects the completed work of student workers.

Performs work related to the planning, layout, construction, and installation of scene shop construction projects.

Regularly operates machines and equipment in order to complete construction projects.

Responsible for the maintenance and up keep of tools and equipment in the scene shop. Recommends the purchase of new tools and equipment.

Instructs students in the proper use of tools, equipment, scenic construction methods and safety procedures.

Interprets technical drawings to construct scenery.

Uses a variety of materials to construct projects including lumber, stone, metal, fabric, etc.

Coordinates the installation of constructed scenery.

Assists in the lighting, rigging, and other setup tasks as needed.

Responsible for monitoring the quality of scene shop construction projects and maintaining a safe environment within the scene shop.

Assists technical director in determining material types and quantities needed for each project. Notifies technical director when additional material purchases are necessary.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises student assigned construction projects. Inspects completed work.

2. Performs skilled carpentry work through the use of a variety of materials related to the construction of furniture and scenery.

3. Performs work related to the planning, layout, construction, and installation of scene shop construction projects.

4. Responsible for monitoring the quality of scene shop construction projects and maintaining the safety of the scene.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 80 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; stoop, kneel, crouch or bend; and climb or balance. The incumbent is occasionally required to sit.

Experience/Educational Requirements:

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

AND

**Experience:**
Four (4) years of experience related to the above described duties.

**Licensure:**
Must possess a valid driver’s license.

Background Check Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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