



omahacommunityplayhouse

Shop Foreman

Job Title: Shop Foreman
Department: Production

Reports To: Technical Director
Non-exempt salaried position

Scope of Responsibilities:

Under the supervision of the Technical Director, the Shop Foreman serves as chief carpenter and fabricator of scenery, is the immediate supervisor of the shop technicians and serves as collaborator with the Technical Director and Designers in sharing ideas and methods of producing scenery and making that scenery operational.

Performance Responsibilities:

- Implementing and maintaining safety standards with regard to work in the scene shops, performance spaces and storage areas.
- Assist in the construction and mounting of stage scenery for all productions and special Playhouse projects.
- Overseeing good and safe day-to-day working conditions in the scene shop construction area and other work area and the general appearance of those areas.
- Issuing daily work assignments to all shop personnel and in association with the Technical Director, ensuring shop schedules are met.
- Supervising all stage rigging installation and ensuring that rigging is done within safety guidelines set out in the Playhouse Rigging Safety manual.
- Immediate supervisor of yearly rigging inspection.
- Along with other Technical Staff members, instructing and working with volunteers in areas of set construction and operation and care of scenery.
- Be available after hours for emergency trouble shooting and repairs of scenery and stage equipment.
- In association with other scene shop staff members, ensure secure storage and proper use of Playhouse property.
- Immediate supervision of technicians during load ins.
- Immediate supervision of technicians during riser system installation, tear down and storage.
- Assist in post-production strike and storage/disposal of scenic elements.

- Conduct shop orientation of seasonal Nebraska Theatre Caravan technicians and ensure safety and shop procedures are being adhered to on a daily/hourly basis during their residence.
- As production build schedules allow, assist other departments in non-production related technical tasks i.e. Gala, Fashion Show, Awards Night, outdoor displays, and lobby displays.
- Conduct inventory of shop supplies on timely basis and inform Technical Director of needed supplies.
- Conduct inventory of shop hand and powers tools each season and inform Technical Director of any missing tools or tools in need of repair.
- Submitting in timely fashion, all shop expenditures to the Technical Director.

Apprenticeship Responsibilities:

- Supervise apprentice students assigned to scene shop; The Shop Foreman is the immediate supervisor of shop apprentices performing daily tasks (i.e. set construction, load-in, strike, etc.).
- Ensure apprentice students meet all safety guidelines and procedures when using equipment.
- In association with other scene shop staff members, give training and guidance to apprentices assigned to the scene shop.

Minimum Qualifications:

- Bachelor of Fine Arts in Theatre or equivalent experience.
- Excellent skill level in carpentry and metals fabrication.
- Good organizational and supervisory skills.
- Willingness to adapt to a very flexible work schedule.
- Contribute to an inclusive environment and culture where everyone feels a sense of belonging.
- Share the values of the Omaha Community Playhouse, which include inclusivity, artistic and educational impact, excellence, stewardship and community.

Desirable Qualifications:

- Two years experience shop foreman in a producing theatrical venue or scenic studio.
- Knowledge of hydraulic and pneumatic equipment.
- Computer literate.
- Cad experience.

Salary Range:

\$33,600 to \$46,200