

McCarter

Job Posting

POSITION: Carpenter

DEPARTMENT: Production, Scenery

REPORTS TO: Technical Director

PAY: \$28.00/hr; Full-time; Seasonal; Non-Exempt (eligible for overtime)

BENEFITS INCLUDE: Medical, vision, and dental insurance; paid time off (PTO), sick leave, and holiday time; flexible spending and health savings accounts; employer-sponsored life, long-term, and short-term disability insurance; a 403(b) retirement plan with employer match, access to free parking, and various perks.

LOCATION & SCHEDULE: This is an in-person position reporting to our scene shop located at 755 Alexander Road in Princeton, NJ. Schedule may include occasional nights and weekends, as scheduled in advance. Standard weekly schedule is Monday through Friday, 7:30am – 4pm, with 40 hours of pay guaranteed.

START DATE: This position will be filled with a start date as early as July 1st, 2024 and is scheduled to end for the 2024 – 2025 season on June 7th, 2025. In future seasons, position contract dates will be flexible based on production needs, but no shorter than 39 weeks per year.

POSITION AND RESPONSIBILITIES

Join McCarter Theatre Center as a **Carpenter** and be a part of the team responsible for constructing the world our art inhabits. Working under the Technical Director, Assistant Technical Director, and Senior Carpenter, McCarter staff **Carpenters** are members of the team responsible for the construction, assembly, maintenance, and disassembly/disposal of all scenic elements for McCarter's seasonally produced plays, as well as the needs of presented events and outside projects. If you're passionate about your craft and thrive in a creative environment, we invite you to bring your expertise to McCarter and help shape the world of tomorrow's performances.

Essential Functions & Duties:

- Construction of scenic elements for produced shows and outside build projects to given specifications to ensure the accurate execution of scenic designs.
- Move scenery around shop floor and paint deck; Load and unload trucks with scenery and building materials.
- Utilize problem-solving skills to overcome challenges encountered during construction, installation, and strike processes, ensuring timely resolution to meet production deadlines.
- Complete scenic notes during the load-in/tech/preview process.
- Maintain overall organization and cleanliness of the Scene Shop.
- Help maintain shop tools and equipment and track inventory and expendables.
- Occasionally work on stage as run crew/house crew for produced and presented events as scheduled.
- Work on stage to assist with rigging, electrics, sound, and video setup and strike.
- Lead small groups of casual labor carpenters and stagehands to complete tasks as required.
- Assist the stage operations staff with specific tasks as assigned.
- Prioritize safe working practices while embodying McCarter's safety and code of conduct policies to maintain a secure environment for all staff and guest artists.
- Participate in the work to make McCarter an anti-racist theater. Actively seek ways to improve our work practices to make the Production department more equitable and inclusive, while upholding and exhibiting our stated values of "justice and joy, beauty and belonging."

Qualifications:

- Knowledge of, and experience in, wood working tools including powered drills, saws, and pneumatic fasteners.
- Demonstrated skill in executing tasks in a neat, diligent, and skillful manner.
- Understanding of and ability to do math with Imperial measurement units.
- Ability to read, understand, and build from technical drawings.
- Flexibility and adaptability to accommodate evolving production requirements and schedules, including occasional evening and weekend work.
- A collaborative mindset, with the ability to work harmoniously with individuals from diverse backgrounds, personalities, and work styles, always approaching challenges with optimism, civility, and a solutions-oriented approach.
- Demonstrated openness to learning new methods of construction, skills, and equipment, coupled with a commitment to embracing and implementing inclusive practices that cultivate an anti-racist and employee-first culture within the scene shop and production department.
- Exhibit a critical consciousness and genuine interest in promoting equitable, diverse, inclusive, and accessible workplace values and practices while working with individuals of diverse needs, personalities, and work styles, and employing an optimistic and solution-oriented mindset towards fostering inclusivity and support within the team environment.
- Final candidate will need to complete a background screening with motor vehicle record check.

Preferred Qualifications:

- Strong skills in scenic carpentry and metal working, as well as other discipline such as plastics, rigging, mechanization, or soft goods.
- Ability to drive a forklift.
- Valid U.S. driver's license.
- Ability to drive large trucks, including up to 26' straight trucks.
- Ability to read, understand, and build from technical drawings.
- Ability to climb ladders, utilize lifts, and work in elevated locations.

Work Environment:

- Led by our core values, McCarter fosters and expects a culture of care and respect for the wellbeing of our staff.
- In-person work will largely be completed in the Production Shops spaces at 755 Alexander Road, with some work at our theater spaces at 91 University Pl, Princeton, NJ. Available space for personal items is in a shared workspace environment. Majority of work is completed indoors, with air conditioning and heating.
- This position entails extended periods of standing and sitting, manual dexterity for operating equipment, and the ability to read and interpret documents, while requiring lifting, pushing, and carrying objects up to 70 pounds, repeatedly, either alone or with a partner; engaging in repetitive tasks, walking, bending, and reaching within various work environments, including stairs. Candidates should be comfortable with these physical demands and able to maintain productivity and focus throughout the workday.
- Exposure to work in the scene shop that produces dust, fumes, and loud noises.
- Exposure to and use of hazardous equipment, including but not limited to saws, sanders, pneumatic fasteners, welders, and forklifts.
- Some exposure to weather elements may occur while loading/unloading trucks. Walking surfaces may be slippery and uneven.

- Light levels while working in the theater spaces may be dim or bright.
- Employees may be asked to use a personal cell phone in order to access authenticator apps and related software necessary for work credentials/multi-factor authentication (MFA). Applicants should be comfortable using their personal devices for these purposes as part of their job responsibilities, as workarounds cannot be guaranteed in order to access certain platforms.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of McCarter.

ORGANIZATION OVERVIEW

McCarter is one of the country's flagship theatres, a vibrant center for community and for the performing arts, and a key cultural anchor for Central New Jersey. Located on the campus of Princeton University and incorporated as an independent, charitable nonprofit, the company is a nationally renowned, multi-disciplinary creative hub of arts and ideas, offering theatre, music, dance, spoken word, and educational programs for all ages.

A two-time Tony Award winner, McCarter's legacy of artistic excellence traces back to the theatre's first performances in 1930. A home for new play development and world premieres, the company has launched numerous works that have gone on to tens of thousands of performances reaching millions of audience members around the world.

Among the 100,000 community members who directly participate in the company's work every year, more than 7,500 are students taking part in McCarter's robust arts-in-education offerings. The company offers more than 20 annual in-school residencies in classrooms in Princeton and Trenton, hosts schools from throughout the region for student matinee performances, and offers need-based scholarships to every one of its dozens of educational after-school and summer programs each year. Co-led by Artistic Director Sarah Rasmussen and Executive Director Martin Miller, McCarter leads with values of "justice and joy, and beauty in belonging," creating stories and experiences that enliven minds, expand imaginations, and engage communities.

TO APPLY

Please email jobs@mccarter.org with your name and "Carpenter" in the subject line. Please let us know your skills and any applicable work experience. You do not need to submit a formal resume, although they are welcome. Do also mention where you heard about the position. We look forward to learning more about you!

EQUAL OPPORTUNITY COMMITMENT

McCarter is an equal opportunity employer committed to hiring, supporting, and promoting a diverse workforce and inclusive culture. As such, McCarter seeks team members who: contribute to a diversity of backgrounds and experiences to support an expansive artistic vision; are committed to engaging in ongoing anti-racism and anti-oppression work collectively and individually; value collaboration, curiosity, flexibility, and an openness to continuous personal and professional growth.

We encourage all candidates to apply, even if they do not currently meet all the qualifications. We know there are great candidates who may not have all the qualifications listed above but possess intuitive knowledge or other fully transferable skills. If that is you, don't hesitate to apply and tell us about yourself. McCarter is committed to on-the-job training and mentorship. We also encourage candidates who do not live within commuting distance to apply; We are eager to tell you about the area, which includes many communities and towns outside of Princeton.

McCarter Theatre Center is committed to providing access and reasonable accommodation in the application and hiring process for individuals with disabilities if needed and requested. To request disability accommodation, please contact (609) 258-6500 and connect with Human Resources.