



PACIFIC CONSERVATORY THEATRE

Job Description

Position: Carpenter

Department: Production

Reports to: Technical Director

The Carpenter (full-time, hourly) plays a key role in the construction, installation, and strike of scenic elements for all PCPA productions and events. Working under the guidance of the Technical Director and Assistant Technical Director, the Carpenter interprets technical drawings and builds scenery to professional standards. The Carpenter contributes to the maintenance of shop equipment, supports backstage operations, and helps cultivate a learning environment that prepares the next generation of theater professionals.

At PCPA, we believe diversity strengthens our community, enriches our art, and brings joy. We are committed to practicing the principles of Equity, Diversity, and Inclusion in all aspects of our work. We strive to maintain a safe and welcoming environment, interrupt behaviors that hinder equity, and foster open communication, especially with historically marginalized groups. PCPA is committed to anti-racism and prohibits discrimination based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or socioeconomic standing. We serve our community by inspiring our current audience, cultivating our future audience, and preparing for the next generation of theater professionals.

Examples of duties and responsibilities:

1. Scenic Construction & Installation

- Construct, install, and dismantle scenic elements for all productions.
- Interpret technical drawings and translate them into precise scenic builds.
- Uphold high standards of craftsmanship by applying accurate construction techniques and inspecting materials and finished pieces.
- Maintain a safe, organized, and well-equipped scene shop environment.
- Operates a CNC router

- Operate company vehicles—including 5th wheel-enabled pickup trucks, box trucks (up to 20’), SUVs, and vans—for transportation of scenery, materials, and equipment.

2. Collaboration

- Ensure timely completion of scenic projects and production deadlines.
- Collaborate closely with the Technical Director, Assistant Technical Director, and Carpenter to realize scenic designs.
- Communicate effectively with production departments including lighting, sound, props, and costumes.
- Apply creative problem-solving when adjustments or modifications are required.
- All PCPA production staff positions are expected to work with students, learners and those who are in development as professionals.

3. Facility & Equipment Maintenance

- Maintain and repair scenic shop tools, machinery, and equipment.
- Monitor inventory of scenic supplies and submit purchase requests as needed.
- Assist with upkeep of stage systems, rigging infrastructure, and backstage areas.

Note: This description is not exhaustive. It reflects regular essential functions, and it is not intended to proscribe or restrict the specific tasks that may be assigned.

Qualifications:

- Comprehensive understanding of theatrical production processes, including technical and performance aspects.
- Strong communication skills—written, verbal, and visual.
- Ability to work efficiently under time constraints and meet production deadlines.
- Proficiency in scenic construction techniques and materials (wood, metal, plastics, adhesives), including painting and rigging.
- Familiarity with stagecraft disciplines such as rigging, lighting, and stage carpentry, C.A.D, CNC machine
- Skilled in the safe and effective use of hand and power tools
- Demonstrated commitment to anti-racism, equity, diversity, and inclusion.
- Demonstrates a special sensitivity and ability to work effectively with diverse company and community members - with respect to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing.
- 2-5 years professional experience in theatrical carpentry or related fields.

Preferred Qualifications:

- Bachelor's degree in technical theater or completion of a recognized training program.

- Experience with drafting software such as AutoCAD or Vectorworks.

Other Requirements:

- Possession of a valid driver's license by time of employment or be able to possess a driver's license for driving company vehicle(s).
- Availability to work evenings, weekends, and maintain a flexible schedule.
- Must be willing to travel and work at various production sites.
- Comfortable working outdoors in all weather conditions, following appropriate safety protocols.
- Ability to work safely around potentially hazardous materials and equipment.

Physical Demands:

- Willingness to work at heights, around moving machinery, and in environments with noise, vibration, and dust.
- This position will need to ascend/descend scenic structures and machinery.
- Assist with moving/carrying and transporting scenery and materials weighing up to 50 pounds.
- Ability to communicate clearly in noisy environments such as scene shops and theaters.