

**UNIVERSITY OF RICHMOND**

**STUDENT EMPLOYMENT JOB DESCRIPTION**

**JOB TITLE:** Master Carpenter

**DEPARTMENT:** Theatre and Dance

**ADDRESS:** Modlin Center for the Arts  
Scene Shop

**TELEPHONE:** 289-8270

**SUPERVISOR:** Phil Hayes

**JOB SUMMARY:** The Master Carpenter supervises the scene shop work sessions.

- SPECIFIC DUTIES:**
1. Attend production meetings..
  2. Supervises workers in scene shop B administers sign-up sheets for stagecraft workers; maintains safety; instructs workers in use of tools and machines; maintains tools; oils and cleans tools; replace blades.
  3. Constructs, sets up and dismantles sets and scenery B uses power and hand tools and equipment to build flat frames for scenery; uses pneumatic staple gun to cover frames with canvas; costs flats with mixture of glue and water; paints flats; sets up flats according to director=s ground plan; dismantles sets after final performance.
  4. Cleans shop area B cleans up after every work period; puts tools away; locks all doors.

**QUALIFICATIONS:** This worker needs to have a real interest in tech theatre and must enjoy working with tools. Stagecraft class required..

For Student Employment office use only

wage rate: Level III

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