

Job Description: Scenic Carpenter Assistant, Milwaukee Youth Theatre Inc.

The Scenic Carpenter Assistant position is part of the MYT technical support staff, reporting to the Technical Supervisor and Assistant Technical Supervisor.

Essential requirements for this position are effective and inclusive communications skills, technical theatre experience and expertise, scenery and prop construction skills, ability to follow instructions, multi-task, work independently, under deadlines and have a flexible schedule that includes both day and night hours. Ability to work well with students and adult volunteers is also a requirement. The Assistant must be in good physical health and be able to lift 50 lbs. or more. Welding, sewing, scene painting, stage lighting and production sound skills are a plus.

The Assistant will coordinate a schedule with the MYT Technical Supervisor and Assistant Technical Supervisor. The work schedule generally encompasses a 6-week build and paint calendar with a week of tech and productions. There are two Main Stage shows and a small Studio show each season. Average hours required per production are 6 hours to 7 hours a week. The Studio show typically involves a less involved schedule. Post production strike, facility clean up, maintenance and inventory work will be scheduled in addition to the build calendar.

This position is a part-time hourly paid position. Pay rate is dependent on demonstrated skills and experience.

Specific Job Responsibilities

Construction:

- Assist the Technical Supervisor, Assistant Technical Supervisor and the Props Master in set and prop construction.
- Maintain a safe and efficient working environment.
- Adhere to deadlines and budgets.

Production Responsibilities:

- Load in, set up and strike of sets, props, and rental equipment.
- Able to assist with sound and lighting if required.
- The Scenic Carpenter Assistant will be required to be on hand backstage during performances as technical resource and troubleshooter. There are usually 5 performances per run over 3 days.

Maintenance of Performance and Work Spaces:

- Maintain all MYT owned equipment and supplies
- Responsibly maintain all rental equipment.
- Makes sure rehearsal and performance spaces are always clean and safe environments
- Makes sure student cast and technicians are taught to respect the space, props, and set pieces

Milwaukee Youth theatre is a resident artist company at the Lincoln Center of the Arts located on Milwaukee's East Side. MYT utilizes two performance spaces within the Center. Ivory Hall is standard proscenium theatre seating in excess of 800. Studio 208 is a black box space seating 60. Studio 208 is also used as rehearsal and construction space for MYT.