**Job Title:** Head Scenic Carpenter
**Job Category:** IATSE 168 Seasonal Employee

**About the Chemainus Theatre Festival:** Founded in 1993, the Chemainus Theatre Festival is a not-for-profit professional theatre company located on Vancouver Island. The Chemainus Theatre Festival is dedicated to building a just, equitable, inclusive, diverse, and accessible workplace and community. We encourage all interested applicants to apply and will consider all submissions inclusive of all ages, ability, gender, race, ethnocultural identity, or any other basis. With gratitude, we acknowledge the Puneluxutth (Penelakut) Tribe and the hul'qumi'num speaking peoples, on whose traditional territory we work and play.

**Position Overview:**
Reporting to the Production Manager, the Head Carpenter is responsible for the coordination and operations of the scenic carpentry department. The duties of the Head Scenic Carpenter shall include, but not be limited to, the costing and planning for the department and the manufacture and installation of all scenic elements as specified in the designs. They work collaboratively with the Technical Director, Head Scenic Artist, Head of Props, guest artists and other production departments to ensure the artistic vision of the director and design team is realized on stage maintaining safe work practices for all production staff and guest artists, in accordance with company policy, Worksafe BC, CAEA, Actsafe, IATSE 168 and industry best standards.

**Key Responsibilities:**
- Fulfilling all responsibilities in a manner consistent with the Chemainus Theatre Festival's mission statement, respectful workplace policy and communication credo.
- Upholding the professional image and name of the theatre during all dealings with staff, guest artists and the public.
- Communication of departmental updates in a timely, professional and respectful manner to CTF staff and guest artists.
- Able to construct stage scenery with wood, metal or other materials per the design needs.
- Creating, modifying and/or interpreting various technical and shop drawings.
- Managing an annual and show-specific budget.
- Managing department inventory and repairs or informing the Production Manager when outsourcing may be required.
- Researching, planning, and implementing scenic elements for each production.
- Maintaining rentals and/or CTF equipment in good repair.
- Providing a safe, tidy, clean and well-maintained work environment which adheres to company policy, Worksafe BC, CAEA, Actsafe, IATSE 168 and industry best practices.
- Training, orienting and supervising casual staff as required.
- Attending departmental and company meetings as required.
- Supporting or assisting other CTF production departments as required.
- Other production tasks as assigned by the Production Manager.

**Required Qualifications & Skills:**

- Post-secondary education in a technical theatre program and/or prior service in a similar position.
- Experience and proficiency in theatrical scenic construction in a variety of mediums.
- A collaborative, creative, and strategic thinking individual with experience in non-profit theatre production.
- Self-directed, able to identify and undertake a task with limited direction or information when required.
- Strong organizational, and project management skills.
- Strong verbal and written communication skills.
- Ability to switch focus and effectively prioritize tasks.
- Willingness to learn and develop skills.
- Comfortable working in dynamic and deadline-based environment.
- Experience working in a team-based collaborative environment with a positive attitude towards delivering high-quality presentations in an environment of mutual respect.
- Holds safety in high esteem and familiar with guidelines and regulations from Worksafe BC, CAEA, Actsafe and Theatrical Industry standards
- Experience directing and working alongside a unionized crew.
- Strong knowledge of office software an asset (Outlook, Word, Excel, Sharepoint).
- Experience with theatrical scenery rigging an asset
- Experience with Vector works an asset
- Class 5 BC driver's license an asset
- Basic First Aid certification an asset
- Available to work evenings and weekends when required.

**Working Conditions**

- Working alone with safety protocols in place
- Working at heights using various types of ladders
- Frequently working around and with power tools and power equipment
- Prolonged standing
- Frequently working in dusty and noisy areas with safety protocols in place
- Frequent lifting of up to 50lbs
- Frequent driving of company vehicles (owned and rented): minivan & cube trucks
- Very occasional travel may be required

**Compensation & Benefits:**

- $26.46 per hour in accordance with the CTF & IATSE 168 collective bargaining agreement with benefits as follows:
    - 4% Vacation Pay
    - 5 sick days per year
    - 1% in lieu of health & dental benefits
    - 2% contribution to the Canadian Entertainment Industry Retirement Plan
- 2 Complimentary Theatre tickets to each CTF mainstage production worked.
- Staff discounts for the Playbill Dining Room, Gallery Gift Shop, CTF Cabaret Series Tickets and applicable local Chemainus businesses

**Hours of Work:**
Typical hours of work are weekdays from 9:00am to 5:30pm with some evenings, weekends and extended days expected in the weeks leading up to each mainstage production.

1,040 Guaranteed Minimum Hours for the 2027 Season
*Additional hours and/or responsibilities, including the role of ATD, may be offered to the right candidate.*

**2027 Production Dates** *(dates as currently planned and subject to change)*

Show #1 – Sugar Road
Install & Notes as called – February 1-13
Strike – March 22-23

Show #2 – Joyful Noise
Build – January 4-29
Install & Notes as called – March 24-April 6
Strike – May 10-11

Show #3 – Come From Away
Build – February 16-March 19
Install & Notes as called – May 12-May 29
Strike – August 30-September 1

Show #4 – The Lion, The Witch and The Wardrobe
Build – May 31-June 4

Show #5 – Murder on the Links
Build – June 21-July 16
Install & Notes as called – September 7-18
Strike – October 25-26

Show #6 – Farndale Avenue Christmas Carol
Build – August 3-27
Install & Notes as called – October 27-November 9
Strike – December 28-29

Show #7 – TBA *(first show of the 2028 season)*
Build – November 22-December 17

**Possible flexibility of the above dates may be negotiable for the right candidate*

**How to apply:**

Submit your resume and cover letter no later than **Monday, November 30th**, with attention to Production Manager, Claire Friedrich. Submit by email to search@chemainustheatre.ca or by mail to Bag #1000, 9574 Bare Point Road, Chemainus BC V0R 1K0.

Please indicate your membership status with IATSE local 168 and where your home base is.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.