



STAGES 2012 SPRING PRODUCTION of MY FAIR LADY MASTER CARPENTER/TECHNICAL DIRECTOR POSITION DESCRIPTION & APPLICATION INSTRUCTIONS

STAGES seeks a capable **Master Carpenter/Technical Director** for our upcoming production of the musical **MY FAIR LADY**. This position has the potential to expand into a six-month position for the right candidate. Please review the expectations and requirements carefully before applying:

Master Carpenter/Technical Director RESPONSIBILITIES:

- Work with Director to develop a coherent, easily-understood, appropriate and complete set design for the production. Create or refine existing technical drawings to build from.
- Plan materials list, including consideration of existing STAGES stock. Manage, and stay within parameters, of production budget.
- **Build a structurally-sound, polished and high-quality set, ready to be fully loaded into the theater on the scheduled load-in date.**
- Attend load-in, strike, and all tech rehearsals and performances to address any run crew issues and to provide other support.
- Supervise and delegate to team members assigned to help with technical preparations.

Applicant also acknowledges that **all** STAGES production team members are automatically considered to be teaching artists and may be asked at any time to assist with supervision or education of STAGES students, as it pertains to his/her area of expertise, and as it falls within the **reasonable scope of the mission of the company and parameters of the position.**

Master Carpenter/Technical Director QUALIFICATIONS AND EXPECTATIONS:

- Applicant must possess **strong** theater carpentry skills, which could include construction of structurally sound and professionally executed walls/wall flats, platforms/decking, stair units/escape stair units, ramps, rolling cart- or truck-based units, and other smaller specialty pieces as needed.
- Applicant must have **strong experience** with the tools which are required to execute a set build, including power tools. Applicant does NOT need to have his/her own tools – tools can be provided. Applicant must know how to use tools, and be able to maintain a neat, and at all times SAFE environment for the production team and the students.
- Applicant must have his/her own reliable transportation, and be willing to travel to and from the STAGES Studio (24 Mosher Street/South Portland), Lyric Music Theater (176 Sawyer/South Portland), and the STAGES set storage site (located in Cumberland, ME).
- Professional experience is preferred. Relevant collegiate experience is acceptable. Photographs of past work and/or professional references will be required (see below).

STOP! IMPORTANT! Applicant must demonstrate a willingness to work collaboratively with the STAGES production team, and a passion or strong interest in the area of youth theater. **If you are not interested in working for or around children, DO NOT APPLY.**

Master Carpenter/Technical Director SCHEDULE REQUIREMENTS:

TECH WEEK FOR STAGES PRODUCTION OF MY FAIR LADY:

- Load-in: Sunday, March 11, 2012, afternoon/evening hours, TBD
- Tech Preparations: Monday through Friday, hours TBD, space available 24/7
- Evening Rehearsals (with students): Tuesday, March 13, Wednesday, March 14, Thursday, March 15
- Performances: Friday, March 16 at 8PM, Saturday, March 17 at 8PM.

IMPORTANT!!! Applicant is expected to put all independent hours prior to tech week needed to execute this set. It is unacceptable under any circumstances to wait until tech week to begin the build for MY FAIR LADY. There will also be a production meeting in early February, on a date/time TBD. Applicant's schedule will be taken into consideration before planning this meeting.

COMPENSATION/BENEFITS

STAGES provides a pleasant, friendly, supportive working environment for collaboratively-minded theater artists interested in working with/for student theater endeavors. We are a young company with an untarnished reputation for high quality, and excellent customer (students and their parents!) satisfaction.

The part-time **Master Carpenter/Technical Director** job opening is paid position. The Candidate is an employee of STAGES. This work does NOT fall under the umbrella of "Independent Contractor" work. STAGES will as necessary provide the tools, budget, and support staff needed to execute the work.

The salary/stipend for this position is competitive with what other Portland-area professional companies offer, and details will be made available upon application/request.

PLEASE NOTE: STAGES will give hiring preference to an applicant that is willing and able to work on a similar schedule for all STAGES productions taking place between February and August of 2012. More details can be made available upon request.

APPLICATION OVERVIEW/DETAILS

Application Process: Please send the following materials to STAGES:

- a current resume/c.v. that demonstrates the full breadth of your skills relevant to the position listed above. (and please include other skills that may be of interested to a youth theater company!)
- Photographs, videos, drawings and/or other graphic representations of past projects
- A list with at least two references that can vouch for your ability to execute all functions listed for the position above.

These materials should be sent via email to stacey@stagesacademy.com. You do NOT need a “formal” cover letter, but please DO take the time to write a short note in the body of your message, indicating your level of interest, and bringing any questions or concerns to our attention.

Application Deadline: STAGES wants to fill this position as soon as possible. Applications will be accepted immediately, and the application process will CLOSE on Monday, January 30, or whenever a suitable applicant has been hired – whichever comes first. **Applications will be reviewed on a rolling basis with the goal of hiring this position by early February.**

Please only apply for posted opportunities, and include only the information requested.

THANK YOU SO MUCH FOR CONSIDERING THIS JOB OPPORTUNITY WITH STAGES: THE PERFORMING ARTS ACADEMY FOR KIDS! For more information about our company, please visit our website at www.stagesacademy.com, call (207) 699-3330 or email inquiries to Co-Owner/Director Stacey Koloski at stacey@stagesacademy.com