



Flat Rock Playhouse, the State Theatre of North Carolina, enriches lives through the art of theatre by nurturing talent, inspiring creativity, and encouraging growth.

Founded in 1952 as the Vagabond School of the Drama by the Vagabond Players, this mission builds on the Vagabond legacy of excellence in production, education, life-long learning, and a unique family bond that extends to its community of patrons, supporters, and partners – the Vagabond family spirit.

Flat Rock Playhouse is a 501(c) (3) non-profit charitable organization.

### JOB DESCRIPTION

**Job Title:** Staff Carpenter  
**Salary & Benefits:** \$16.00-18.00 per hour (plus overtime after 40 hours)  
Eligible for Insurance and PTO Benefits after 90 days  
Single Room Housing with Shared Bathroom Provided  
**Department:** Scenery  
**Reports to (Position):** Technical Director, Assistant Technical Director

**Dates of Employment:** March 31 - October 5, 2025

**SUMMARY:** The Staff Carpenters job is to build the scenery for each production. This includes but not limited to: all carpentry, welding, rigging, load-in and strikes for each production during the season. The Staff Carpenter must work with and communicate closely to the Technical Director and Assistant Technical Director.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Construct scenery in the Scene Shop under the guidance of the Technical Director and the Assistant Technical Director. Participate in shop clean up and organization projects as assigned.
- Assist in maintenance and repairs to tools and scene shop.
- Insure that all shop tools are returned at the end of each work day
- In conjunction with the production staff, instruct and ensure compliance with, all known health and safety guidelines associated with the use of theatrical materials and equipment
- Read and interpret shop drawings
- Employ the following materials: dimensional and engineered lumber, sheet materials, structural steel and pipe, aluminum stock and extrusions, scenic fabric, millwork, miscellaneous fasteners, theatrical hardware, rigging hardware, and plastics
- Employ the following tools and equipment: measuring and layout tools, portable and stationary woodworking tools, metalworking tools, welding equipment, rigging tools, machining tools, and cabinetry tools
- Participate in the installation of scenery and strike and disposal of scenery as assigned by FRP TD
- Participate in all load-ins and strikes
- Commitment to the training and professional development of entry level theatre artists.
- Complete required parking shifts during show runs along with other staff as assigned by management
- Perform other related duties as assigned by Technical Director and ATD

#### **EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's Degree in theatre/related field or commensurate experience.
- 2-3 years experience working in scenery for theatre preferred.
- Required: High school diploma or equivalent.

#### **SKILLS AND KNOWLEDGE REQUIRED:**

- Good carpentry skills
- Welding experience preferred
- Theatrical Rigging



### Head Carpenter Job Description (cont.)

- Interpret and understand construction and designer drawings
- A positive attitude
- Good communication skills
- The ability to finish a project thoroughly – with attention to detail
- Valid driver's license

The description of the position in this document is representative and not exhaustive. Regular collaboration between shops in the production department and the wider organization is expected. Duties and responsibilities may shift with organizational needs.

Flat Rock Playhouse is making every effort for the health and safety of the acting company, volunteers, staff, and patrons following the COVID-19 pandemic. Along with following any Federal, State, and Local mandates, Flat Rock Playhouse encourages full vaccination against COVID-19.

Flat Rock Playhouse strives to create a diverse and inclusive environment. All candidates will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability or age. Candidates should demonstrate empathy, flexibility, and a strong commitment to building diverse teams. BIPOC and LGBTQIA+ individuals are encouraged to apply.

*Revised 12/5/24*