

**STUDENT LABOR POSITION DESCRIPTION****Theatre Laboratory**

Most Recently Updated 04/12/04

Position Title: Master Carpenter  
Must work 15 hrs/wk.

**I. Grade Level: 5****II. Description:****A.** The following are the essential duties for the Head Carpenter in the Theatre Laboratory:

1. Be willing to work 15 hours a week. Only under exceptional circumstances can the student work fewer hours.
2. Assume the responsibilities of all workers, and Labor Supervisor in his/her absence, and assist with leadership to, and training of, student labor in the Scene Shop.
3. Take initiative to seek out projects or work that needs to be finished or done.
4. Have a working knowledge of safety in all areas of the scene shop and work areas in the theatre.
5. The ability to read blueprints, sketches and diagrams and to follow directions, verbal and written.
6. Help train other staff members to understand and operate equipment safely.
7. Ability to climb ladders and lift heavy objects.
8. Be able to paint and do maintenance as needed.
9. Perform other job-related duties as assigned.

**B.** The following are possible additional duties for this position:

1. See that the workplace and environs are clean.
2. See that shop equipment and tools are in safe operating condition.

**III. Learning Opportunities:**

- A. Develop the attributes appropriate to Grade 5 positions.
- B. Fairness, consistency, and commitment to the College's pivotal values and principles.
- C. Ability to assume occasional leadership responsibilities.
- D. Level of ability to operate power equipment and knowledge of blueprint reading, which enables worker to use skills to work independently, as well as in a leadership role.

**IV. Basic Qualifications:**

- A. General: Prompt and dependable, follow instructions, suggest improved working techniques, relate well to others, promote staff morale, and advise the labor supervisors in helping resolve conflict.
- B. Skill: Ability to use power equipment, ability to climb ladders, lift heavy objects, ability to read blueprints, sketches and diagrams and follow directions, written and verbal.
- C. Physical: Physical mobility and manual dexterity.
- D. Academic: none

**V. Desirable Qualifications:**

- A. Personality traits: dependability, honesty, willingness to cooperate; warm rapport with colleagues; assertiveness and firmness when necessary; promote the above traits among staff members; mature judgement.

- B. Skills: ability to work within guidelines and to interpret those guidelines prudently when applying them and making independent decisions; ability to provide intermediate level of supervision to other workers.

**VI. Narrative Summary:**

Student assumes leadership for all student labor in the scenic shop. Student has knowledge of all power equipment, blueprint reading, and following instructions. Student helps Labor Supervisor ensure a safe environment for all student labor staff.