

Master Carpenter

General Responsibilities:

- Ensure that the crew and anybody else working in the shop understands the shop rules.
- Ensure the proper organization and upkeep of all tools.
- At the end of each crew call, ensure that all workspaces and the shop are cleaned before anybody is released.
- Meet with the technical director daily to discuss shop progress, scenic challenges and the upcoming schedule.

Weekly:

- You are not required to attend the weekly production meetings.

Rehearsal Period:

- Prior to the first crew call, the technical director will hold a basic scene shop safety workshop.
 - You are required to attend, as well as ensure that all carpenters attend.
- Inform the technical director of needed supplies.
- Ensure your crew understands the duties assigned to them.
- Create a crew call schedule; include the technical director.
 - Check this with the technical director's schedule.
- Prepare cut lists.
- Speak with the stage manager and technical director concerning any new additions to the set and how to properly use them.
- If the addition will require a large amount of cast interaction, then you must attend the next rehearsal to ensure that the actors understand how to use it properly and effectively.

Technical and Dress Rehearsals:

- You are not required to attend all technical and dress rehearsals.
- After each technical or dress rehearsal, you should implement all of the notes that are given to you by the technical director.

Performance:

- If a scenic unit is damaged during a performance, you are expected to repair and restore the set to a good, working order before the next performance.

Strike:

- Prior to strike, meet with the technical director to discuss your responsibilities during strike.

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All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

- I am in the THEA 104 class.
- I am in the Opera Workshop class.
- I am in an Independent study class. The class name is _____
- I am a BFA Tech major.
- I am a BFA Performance major.
- I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____