



TECHNICAL PRODUCTION CREW CHIEF

Department: Production

Supervisor: Director of Production

Type: Part-Time, Non-Exempt, Seasonal

Compensation: \$25 - \$32 per hour (pay based on experience)

Caramoor Center for Music & The Arts is currently seeking qualified candidates for the role of Crew Chief for its Summer Concert Season, with an anticipated start date of May 13, 2023.

JOB DESCRIPTION

Essential Duties and Responsibilities:

In collaboration with the Director of Production, the Crew Chief oversees all crew activities. The Crew Chief's key duties include assigning duties to the crew as needed per production, and calling all required breaks for the crew. The Crew Chief will assist the Director of Production in scheduling and planning the crew schedule. In conjunction with the Director of Production, the Crew Chief will be responsible for making sure that all necessary crew are immediately available as needed during entire rehearsals and performances. The Crew Chief is responsible for keeping the backstage and crew storage areas clean and organized, as well as overseeing the safety of all technical activities. They may also be required to create and maintain all technical documents. The Crew Chief is responsible for maintaining and stocking certain backstage supplies.

Qualifications:

- The Crew Chief is an experienced and well-rounded stagehand, able to advise on best practices and procedures, and possesses a working knowledge of all aspects of the theatre – production and technical, as well as performance.
- Ability to supervise and coordinate the activities of diverse groups of people toward a common purpose.
- Ability to communicate effectively, both orally and in writing.
- Strong time management skills and ability to manage many projects and changing priorities simultaneously.
- Ability to work well under pressure, and be flexible to changing plans, and while demonstrating dedication, professionalism and diplomacy.
- Must possess exceptional organizational abilities and attention to detail.
- Must have at least 2 years of professional crew experience.
- **Must have reliable transportation and live within 50 miles.** A valid driver's license is required.
- Vaccination for COVID-19 is required.



Work Conditions/Physical Demands:

- **Must be able to work during weekends, evenings, and holidays, with a flexible schedule as needed for events.** Typical hours include Thursday-Saturday 11am-11pm, and Sundays 9am-7pm.
- Must be able to lift and carry up to 50 pounds.
- Must be able to perform physical activities such as, but not limited to, lifting, bending, standing, climbing, and/or walking for long periods of time.
- Will be required to work outdoors in all weather conditions while observing safety procedures.

Caramoor joins with those who seek to promote equality, eradicate injustice, and support inclusion. As in a choir, our world benefits from a multitude of voices coming together in harmony.

Caramoor is committed to a fair and equitable workplace. Caramoor is an Equal Opportunity Employer (EEO); this means that all aspects of employment, including recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, return from layoffs, disciplinary action, and discharge shall be conducted on the basis of qualification and ability without regard to race, religion, disability, sexual orientation, color, age, gender, national origin, citizenship or immigration status, marital status, military and veteran status, or any other basis protected by law.

We pledge to uphold equality in our hiring and employment practices, and to create an environment where everyone, from any background, can do their best work.

www.caramoor.org

To Apply:

Please submit your cover letter and resume to personnel@caramoor.org no later than March 15, 2023 and include "Technical Crew Chief" in the subject line. We will only contact candidates being considered. No phone calls, please. For more employment opportunities, visit <https://www.caramoor.org/about/employment/>.