



## **IATSE 574      DEPARTMENT HEAD JOB DESCRIPTIONS FOR TANGER CENTER**

**HEAD CARPENTER** – the Head Carpenter oversees all activities on stage for productions and works in conjunction with the Union Steward, Tanger Production Supervisor or his/her assistants, and traveling production personnel regarding carpentry, rigging, and changes as they arise. He/she is experienced in and responsible for all fly gallery operations, rigging requirements, set assembly and placement, including risers, masking, soft goods deployment and storage. The Head Carpenter supervises all carpenters, on stage and in any shop. Provide leadership and training to department staff, and interns.

Position reports to the Tanger Center Production Supervisor or his/her assistants and oversees the backstage area & crew. All Department Heads will perform necessary duties for the proper completion of performances. A Department Head may perform tasks in other areas without regard to departmental distinction; however, it is understood that these tasks shall not interfere with the safe and professional execution of their primary responsibilities to the Employer as a head of department.

This is an hourly position, the wages, conditions and terms of which, is governed by a Memorandum of Understanding with IATSE Local 574, and will be paid through show payroll service vendor as approved by the Tanger Center Production Supervisor. The position is one of the five most important continuity positions for Tanger Center productions. The person in this position must make Tanger Center his/her primary responsibility. This position requires a minimum of five years' experience in theatre carpentry work and rigging.

Applicants should have the following qualifications:

- High School Diploma or GED required;
- At least 5 years of experience as a Theatre Carpenter;
- Fluency in English;
- Ability to lift and maneuver 50 lbs. repeatedly, alone or with assistance;
- Ability to crouch, twist, bend, stoop, climb stairs and ladders, stand and sit for extended periods of time, reach above, below and at neck level, work at heights above the floor;
- Working knowledge of MS Office: Word, Excel and Outlook;
- Experience with rigging, troubleshooting and repair;
- Proficiency in operating the rigging system and communications for cue calls;
- In depth knowledge of stage carpentry materials;

It would be preferred if applicants also have:

- Knowledge of OSHA;
- AutoCAD Experience;

Tanger Center is projected to host 150 or more annual performances with 330,000 patrons attending events annually. This breaks down to 75 Broadway performances (8 to 9 full weeks), 20 Symphony and Bryan Series performances, 10 Family Shows and an estimated 45 one nighters.



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**HEAD ELECTRICIAN** – the Head Electrician shall be experienced in and responsible for the operation of all stage electrical fixtures, wiring and control mechanisms and show lighting requirements. The Head Electrician supervises electricians in preparing, installing and operating performance lighting, atmospheric effects, and follow spots.

The head electrician must be able to operate lighting boards, work on incandescent and LED light fixtures, upgrade fixtures to LED, maintain all theatrical light fixtures (conventional, LED, and movers) and lighting control network. Provide leadership and training to department staff, and interns.

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Applicants should have the following qualifications:

- High School Diploma or GED required;
- At least 4 years of experience as a Theatrical Electrician;
- Fluency in English;
- Ability to lift and maneuver 50 lbs. repeatedly, alone or with assistance;
- Ability to crouch, twist, bend, stoop, climb stairs and ladders, stand and sit for extended periods of time, reach above, below and at neck level, work at heights above the floor;
- Working knowledge of MS Office: Word, Excel and Outlook;
- Experience with three-phase power, cam-locks, pig tails, company switches and electrical requirements of traveling theatre events;
- In-depth knowledge of follow spots, their operation, maintenance and repair;
- Ability to obtain Greensboro City Electrical Journeyman certification within 5 years;

It would be preferred if applicants also have.

- Knowledge of OSHA;
- Experience with ETC Eos lighting software programming;
- Experience with Robe moving light fixtures;

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## **IATSE 574      DEPARTMENT HEAD JOB DESCRIPTIONS FOR TANGER CENTER**

**HEAD AUDIO** – the Head Audio Person is experienced in and responsible for all stage audio amplification, sound board operation, audio/visual integration, and backstage communication requirements during rehearsals, trainings and performances.

The Head Audio technician must be able to run audio department cue tracks, operate and troubleshoot audio, RF, video, and communications equipment as directed for performances, artist rehearsals, and maintenance. This includes inspection and maintenance of such systems. The Head Audio technician must be able to run the performances and rehearsal, ensure all departmental equipment, systems, functions, procedures, show tracks, maintenance and inspections logs, special projects, etc. are documented. Provide leadership and training to department staff, and interns.

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Applicants should have the following qualifications:

- High School Diploma or GED required;
- At least 4 years of experience as in mixing audio;
- Fluency in English;
- Ability to lift and maneuver 50 lbs. repeatedly, alone or with assistance;
- Ability to crouch, twist, bend, stoop, climb stairs and ladders, stand and sit for extended periods of time, reach above, below and at neck level, work at heights above the floor;
- Working knowledge of MS Office: Word, Excel and Outlook;
- In depth knowledge of theatrical audio / support systems, their operation, maintenance and repair;

It would be preferred if applicants also have:

- Knowledge of OSHA;
- Experience in Meyer CueStation programming and/or Constellation system;
- Experience with D&B Line Arrays;
- Experience with DiGiCo Mixing consoles;

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## **IATSE 574      DEPARTMENT HEAD JOB DESCRIPTIONS FOR TANGER CENTER**

**HEAD PROP-PERSON** – the Head Prop-Person is responsible for securing and setting handheld stage props. The Head Prop-Person is responsible for the management and maintenance of all stage properties used in a production including furniture, set dressing, soft goods, hand props, stage weaponry, food, floor coverings, and ephemera. The Head Props-Person will also oversee the hospitality setup (as required), setup of quick-change booths, and set up the orchestra pit.

Be a Builder/Buyer as well as supervise any extra builders hired on a show-by-show basis. Place props as needed, construct/purchase if requested, audit pre-production props lists, and responsible for the strike/return of all props at event conclusion. Provide leadership and training to department staff, and interns.

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Applicants should have the following qualifications:

- High School Diploma or GED required;
- At least 4 years of experience in theatre properties;
- Fluency in English;
- Ability to lift and maneuver 50 lbs. repeatedly, alone or with assistance;
- Ability to crouch, twist, bend, stoop, climb stairs and ladders, stand and sit for extended periods of time, reach above, below and at neck level, work at heights above the floor;
- Working knowledge of MS Office: Word, Excel and Outlook;
- Experience with props management, construction and repair;

It would be preferred if applicants also have:

- Knowledge of OSHA;

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## **IATSE 574 DEPARTMENT HEAD JOB DESCRIPTIONS FOR TANGER CENTER**

**HEAD WARDROBE** – the Head Wardrobe is responsible for all stage wardrobe. This position will facilitate wardrobe logistics for events that need wardrobe services. This position will act as point person for outside cleaning or major repairs outside the scope of the local crew by traveling shows and shall manage the details needed to ensure the success of productions requiring wardrobe services.

Work with directors, designers and production management in disseminating information to each area of the wardrobe division. Oversee wardrobe stagehands in the repair and maintenance of costumes, the successful fitting of costume, wigs, jewelry and accessories. Perform laundry, ironing, steaming, costume maintenance, and emergency repairs as needed. Provide leadership and training to department staff, and interns.

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Applicants should have the following qualifications:

- High School Diploma or GED required;
- At least 4 years of experience in theatre wardrobe;
- Fluency in English;
- Ability to lift and maneuver 50 lbs. repeatedly, alone or with assistance;
- Ability to crouch, twist, bend, stoop, climb stairs and ladders, stand and sit for extended periods of time, reach above, below and at neck level, work at heights above the floor;
- Working knowledge of MS Office: Word, Excel and Outlook;
- Knowledge of sewing, sewing machines, laundry, laundry machines, ironing, steaming and pressing;
- In-depth knowledge of wigs, placement and care;

It would be preferred if applicants also have:

- Knowledge of OSHA;

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