



1300 Bingham Street | Pittsburgh, PA 15203 | CityTheatreCompany.org

Position Posting: SCENE SHOP FOREMAN

City Theatre Company (LORT D), Pittsburgh's leading professional theater dedicated to new plays, seeks to hire a Scene Shop Foreman. This full-time, hourly, seasonal position will participate in the scenic construction of up to five mainstage productions, as well as support builds and load-ins of presented works, Young Playwrights Festival, and City Events, during City Theatre's ten-month season. The scene shop is in the new Chosky Production Center across the street from the 254-seat mainstage, 100-seat studio theatre, and offices on Pittsburgh's South Side. This season runs August 16, 2021 - May 27, 2022.

Principle responsibilities include:

1. The safe and durable construction of scenic elements for all City Theatre productions and festivals
2. Take a leading role in the purchasing and stocking of materials and supplies, shop cleanliness and organization, tracking inventory, and tool maintenance.
3. Collaborative problem solving with other members of the production team
4. Assisting in the coordination of shop workflow and efficiency
5. Move, transport, install, maintain, and strike scenic elements
6. Complete scenic notes during load-in, tech, and performances
7. Load and unload trucks carrying scenery and scenic materials
8. Assist in set-up and tear down of City Theatre events and rentals as needed
9. Oversight of scenic overhire staff

The successful candidate will demonstrate:

10. Broad knowledge of theatrical carpentry skills and familiarity with metal work and rigging
11. Able to understand and build accurately from technical drawings
12. Organized, diligent, and tidy work
13. Dedication to enthusiastic collaboration, positive communication, and inclusive behavior
14. A commitment to collaboration and the organization's values, which include a dedicated focus on Equity, Diversity, Inclusion & Accessibility (employees are expected to engage in company-led professional training related to the organization's anti-racism commitments), including a willingness and eagerness to lead a staff and department that adheres to these critical principles.
15. Comfort with physical demands that includes frequent heavy lifting, kneeling, bending over, and working at height.

Reporting & Compensation:

The position reports to the Technical Director. The rate is \$16/hr with benefits, including health insurance.

About City Theatre:

Founded in 1975, City Theatre is in its 46th season as Pittsburgh's home for bold new plays. Located in the historic South Side on its four-building cultural campus, the company produces a season of regional and world premieres; its renowned Young Playwrights Festival, now in its 21st year; a season-long reading series of new works in progress; and the annual Momentum Festival. City Theatre's mission is to provide an artistic home for the development and production of contemporary plays of substance and ideas that engage and challenge a diverse audience. Its vision is to be the best mid-sized theater in America. Organizational Core Values are: Community; Collaboration; Equity, Diversity, Inclusion & Accessibility; and Creativity.

With an annual average operating budget of \$3 million, City Theatre is the largest performing arts organization not located in Pittsburgh's downtown Cultural District and is a constituent and core member of the League of Resident Theaters (LORT), Theatre Communications Group (TCG), and the National New Play Network (NNPN). Marc Masterson returned as Artistic Director in July 2018, after an 18-year absence, to join Managing Director James McNeel as co-leaders of the organization. It is governed by an engaged board of 21 community volunteers (Alex Condron, board president).

Like almost all arts organizations, City Theatre was forced to halt its 2019-2020 season in the middle of March due to the Covid-19 national crisis. Its modified 46th season began in September with a reimagined line-up of shows, including the creation of a live, outdoor drive-in theatrical experience (making City Theatre one of just a few organizations nationwide to find a safe way to perform before in-person audiences) as well as a suite of original digital content.

City Theatre is an Equal Opportunity Employer. In building an equitable work environment, the organization values diverse backgrounds, perspectives, and skill sets. It does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. City Theatre is committed to building a team that reflects its values and encourages all interested candidates to apply.

To apply, submit a cover letter and resume to Rachel D'Amboise, Production Manager, at: rdamboise@citytheatrecompany.org. No phone calls. For more information about City Theatre, visit CityTheatreCompany.org.