

Central Alberta Theatre

Position Description

Construction Head

The Construction Head's Role

The construction head for CAT's Nickle Studio productions will be in charge of ensuring the construction of the set is completed as per the set design. Often this position will be in charge of recruiting a construction crew, with help from the Production Manager if needed.

Reporting

The construction head takes direction from the set designer of each production and from the Production Manager or Vice President – Productions as appropriate and as detailed in this document. The Vice President – Facilities or the Technical Manager & Operations staff member may give direction regarding the use of the workshop (booking, tool usage, safety, etc).

Etiquette

Theatre volunteers commit to behavioral etiquette throughout their time with the production in order to show respect to the Stage Manager, the Production Manager, the play, the actors, the audience, and CAT:

Overall

- I shall look upon the production as a collective effort demanding my utmost cooperation. Hence, I will forgo the gratification of ego for the demands of the play
- I will **always** treat everyone who is a part of the production with respect and dignity (i.e. the actors, Stage Manager, Director, Production Manager, Vice President – Productions, designers, technicians, etc.)
- I will not mistreat, direct or put unnecessary strain on my fellow volunteers because it can lead to miscommunication, hurt feelings, tension, broken trust and anxiety. I do not want this to happen

- I will not arrive for rehearsals or performances under the influence of any drugs or substances for this will automatically remove me from the production

During Tech Week

- I shall accept the Stage Manager's, the Production Manager's and the Vice President – Productions' direction in the spirit in which it is given for s/he sees the production as a whole and my role as a portion thereof. They have the authority to direct minor set design changes/alterations if there are safety issues.
- I will respect crew members/actors that are focusing on the needs of the production (i.e. avoid interrupting actors if they are rehearsing lines, stay out of the way of working crew members that are setting up furniture and/or props, etc.)

Duties

On-going

- Become familiar with the written board-approved policies and procedures as they relate to CAT productions and follow them
- Share the vision and mission of CAT

Pre-Production

- Find out from the Production Manager the performance, move-in and tech week dates of the play
- Attend the first production meeting, scheduled by the Production Manager in conjunction with the director and the stage manager, at which the director will share their artistic concept with the production team: the Stage Manager, the Lighting Designer, the Sound Designer, the Set Designer, the Set Decorator, the construction head, the painting head, head of costumes, head of props. This meeting will take place before or immediately after the auditions for each play

- Meet with the set designer to review and finalize the set design, including the list of materials needed, in line with the budget prepared by the Production Manager
- Coordinate in-stock CAT materials applicable for constructing the set. This can be done with either the Vice President – Facilities or the Technical Manager & Operations staff
- Procure the necessary material based on set design and budget. Unexpected costs need to be communicated to the Production Manager before purchases
- Recruit a construction crew (in conjunction with the Production Manager if needed)
- Develop construction schedule based on the production schedule and crew availability, and book times needed in the workshop with the Operations & Technical Manager (upcoming CAT productions will always take precedence, in their season order)
- Meet with construction crew to go over set design, safety issues, security and workshop etiquette, including working alone policy and procedures (see below)
- Coordinate and assist with building of set
- Keep Production Manager informed of any unexpected issues that will affect readiness, quality, functionality, etc.
- Take direction from Production Manager if there are safety issues that mean the set design must be altered during its construction
- Assemble set in the workshop for painting and advise Production Manager and head of painting when assembly is completed
- After painting is completed, ready set pieces for move to Nickle Studio venue
- At the start of tech week, assemble set at the venue for finishing touches. Load-in of the set, the lights, the sound equipment, the main set

decoration pieces and the putting up of the set, lights and sound equipment will be the priority as soon as the production has access to the performance space as booked. The Production Manager and the Vice President – Productions are authorized to request minor changes to the set design if there are safety issues that become apparent at the venue.

During Production

- Immediately after set is up at the venue, return workshop to its original state. This includes returning any tools, informing Vice President – Facilities or Technical Manager & Operations staff of any missing or broken tools or materials, etc.
- Make repairs to set during the run of the production if requested by the Production Manager, Stage Manager or Vice President - Productions

Post Production

- Immediately following the end of the final show of the production, coordinate and assist with the striking of the set
- Remove hardware from the set flats prior to their storage (screws, nails, brackets, etc.)
- Return flats and other reusable set components to their proper storage areas
- Advise Vice President – Facilities or Technical Manager & Operations staff of depleted supplies, missing or broken tools, etc.
- Participate in post-production evaluation process, set up by the VP of Productions as soon as possible after the show closes, for all production heads to contribute information/feedback on what production elements went well and what improvements could be made
- After analysis of the post-production data gathered, the routine of subsequent shows will be adjusted if necessary by the Production

Manager to incorporate any changes needed to optimize the volunteer experience and the presentation of CAT Nickle Studio shows.

Working Alone

Everyone at CAT will strive to ensure that a volunteer doesn't work alone. If a volunteer must work alone they will take appropriate steps to ensure assistance is available if needed.

When performing a potentially hazardous task

Volunteers will ensure that when performing a potentially hazardous task (climbing a ladder, using any of the shop equipment, etc.) another staff or a volunteer is present. If it's not possible to have someone else present, the staff member will notify another staff member or volunteer in the facility when they begin the task, they will have a cellphone on their person during the commission of the task, and they will check in with the other staff member or volunteer when they've completed the task.

