

Theatrical Head Carpenter/Rigger and Scene Shop
Manager
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=252417>

Downloaded On: Jun. 24, 2025 10:58pm

Posted Jan. 30, 2025, set to expire Aug. 4, 2025

Job Title	Theatrical Head Carpenter/Rigger and Scene Shop Manager
Department	Center for the Arts
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Arts/Museum/Theater
Job Website	https://www.ubjobs.buffalo.edu/postings/55543
Apply By Email	
Job Description	

Position Summary

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The [College of Arts and Sciences](#) is seeking a **Theatrical Head Carpenter/Rigger and Scene Shop Manager** to work closely with the [Center for the Arts \(CFA\)](#) and [Department of Theatre and Dance](#). In this critical role you will execute technical and safety aspects of performances and events. This position focuses on day-of-show rigging, fly operation duties, and leading crews, including touring production personnel, to ensure production work is performed safely and in accordance with industry standards. The individual ensures the safety and readiness of theaters and stage equipment, following proper rigging and staging practices. You will also supervise the stage running crew, ensuring that their tasks are completed efficiently and safely. Additionally, the role involves mentoring students in technical theater skills and providing mentorship support to the Theatre and Dance department for academic productions.

Key responsibilities include:

- Managing rigging and staging for events, enforcing university and industry policies, overseeing theatrical systems and equipment, ensuring venue safety, and coordinating staging.
- Serve as an ETCP-certified rigger, performing rigging, fly and rail operation duties, while assisting with carpentry, welding, and electrical tasks, following industry safety standards.
- Ensure the safety and operational readiness of stage equipment and rigging systems through routine inspections, maintenance, repairs, and installations, following safety protocols under the supervision of the Technical Director.
- Supervise and coordinate the usage and scheduling of the scene shop and maintain in complete operational readiness. This includes performing routine maintenance and repairs, installations, ordering of equipment and supplies and maintaining inventory necessary for daily scene shop operation.
- Supervise and train professional and student crews in the scene shop to ensure adherence to established safety procedures and the appropriate use of tools, equipment, and materials.
- Manage scene shop, production, and equipment budgets as designated which includes: order, track, and maintain shop materials (lumber, hardware, etc.), track and reconcile credit card purchases.

Buffalo, NY is a vibrant arts and cultural center that includes over twenty theatres, several professional and community dance companies, and numerous art galleries. It is home to well-known cultural organizations including the Buffalo Philharmonic Orchestra, the Albright-Knox Art Gallery, Ujima Theatre Company, ArtPark, Squeaky Wheel Media Arts Center Hallwalls Contemporary Arts Center, African American Cultural Center, Just Buffalo Literary Center, Burchfield Penney Art Center and more. Buffalo is centrally located, with easy access to major metropolitan hubs in the Northeast including New York City, Boston, Chicago, Toronto and Montreal. Located on Lake Erie, just south of Niagara

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Falls, Buffalo's surrounding natural areas, state parks, beaches, rivers, and ski areas provide abundant opportunities for outdoor recreation and leisure.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree in technical theater or a related field OR equivalent combination of education and experience may be considered in lieu of degree requirement.
- Minimum two years of professional stage carpentry, rigging, set construction/scenic engineering, scene shop supervision, theatrical technical direction or equivalent experience in presenting touring theatrical, corporate, or concert events.
- Proven ability to perform technical tasks (rigging, fly/rail operation, carpentry, welding, and electrical) with a focus on safety.
- Strong knowledge of technical theater, live event and touring production, and current safety practices in the entertainment industry.
- Excellent communication, supervisory, and organizational skills, with the ability to manage diverse teams while maintaining safe work environments.
- Commitment to fostering a collaborative, inclusive environment and delivering excellent customer service.

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- Experience in training junior staff or instructing in an educational environment.

Preferred Qualifications

- Master's degree in technical theater or a related field.
- Advanced safety certifications (e.g., OSHA-30, ETCP-certified Rigger (Theater))
- Experience leading professional and student crews in a multi-venue or academic environment.
- Familiarity with CAD software (e.g., Vectorworks) for rigging and production design.
- Experience in fall protection, lockout/tagout procedures, and operating mobile elevated work platforms
- Demonstrated educational expertise, working with diverse populations and pedagogical approaches.
- Experience working in higher education.

Physical Demands

- Ability to move 50 pounds, work at heights (including truss walking, weight loading, and up-rigging), and operate mobile elevated work platforms safely.
- Flexible schedule, including availability for nights, weekends, and long production shifts.
- Commitment to fostering a collaborative, inclusive environment and delivering excellent customer service.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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