



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

POSITION # H

Date: 05.21.24

## PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Assistant Scenic Shop Supervisor\*

**\*The position is a 9-month P/T non-benefited position;  
Maximum 19 hours per week.**

DEPARTMENT:

Theatre and Visual Arts

CAMPUS:

Lincoln Center

### POSITION SUMMARY:

Fordham University seeks an organized and skilled theatrical scenic shop technician with experience in scenic painting, carpentry, and building theatrical productions in an educational environment for a part-time position (19-hours/weekly and seasonal).

The Theatre Program is based at Fordham's Lincoln Center Campus in Manhattan and is housed academically within a department alongside Visual Art. Students receive a B.A. with a concentration in one of four areas: performance, design + production, directing, and playwriting. Historically, the Program produces four mainstage productions and 14 studio productions annually. Fordham Theatre is committed to cultivating an expansive vision for the program that assures its preeminent standing, elevates its profile as an innovative leader in the field of undergraduate theatre training, and centers social justice and anti-racism in all aspects of its work.

Under the supervision of the Scenic Shop Supervisor, the Assistant Scenic Shop Supervisor collaborates closely with students and participates in all aspects of an educational academic scenic shop, which builds and produces a robust student-led studio season and professional mainstage. The Assistant Scenic Shop Supervisor will actively work with, teach, and direct student workers in support of each production. The ideal candidate will have strong collaboration, communication and technical skills and be able to maintain high quality and standards within a safe and supportive work environment. The chosen candidate is deeply committed to equity, access and inclusion and has a joy and passion in sharing knowledge and learning with students.

### ESSENTIAL FUNCTIONS:

#### ● Technical:

- Produce and realize set and prop designs for Mainstage and Studio Season; Productions are designed by a mix of professional and Student Designers.
- Ability to interpret designer drawings and shop-produced working drawings
- Knowledge of Vectorworks
- Knowledge of and ability to implement safety procedures as related to tools and materials used in the build process

#### ● Educational:

- Coordinate, teach, mentor, and oversee student workers in an educational setting, delegating shop projects to Work Study and Laboratory Students of all skill levels.
- Train student crews and supervise Mainstage and Studio strikes when needed.

#### ● Organizational and Operational:

- Maintain basic organization of the Scene Shop,
- Assists in the restocking or reorganization of Scene Shop and storage areas.
- Operate and manage shop equipment including repairs, maintenance, and needed replacements.
- Maintain a safe, healthy and clean work/shop environment.
- Perform other related work, as needed and agreed upon.



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## QUALIFICATIONS:

- Undergraduate degree (BA, BS or BFA)
- Experience working in a professional and/or educational Scene Shop.
- Some teaching and/or mentoring experience
- Scene painting and carpentry skills and experience
- Commitment to an inclusive, diverse, and equitable workplace environment; sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and backgrounds of faculty, staff and students.
- Ability to work independently
- Ability to supervise, work with, and teach students
- Ability to maintain artistic intent within financial and time constraints.
- A thorough understanding of the scene design and construction processes and all of the related aspects of the overall theatre production process.
- Strong communication, organizational, and leadership skills.

## PHYSICAL ACTIVITY AND WORK ENVIRONMENT

- Ability to work long hours and work with a flexible schedule, including nights and weekends.
- May have to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.
- Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, and/or materials.
- Must be able to perform physical activities such as, but not limited to, lifting, bending, standing, climbing, and/or walking. Capable of lifting 50lbs.

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## SALARY:

**Minimum Salary:** \$27.00/Hr.  
**Maximum Salary:** \$37.00/Hr.

## NOTE:

**Salary is commensurate with experience, qualifications, and skills.**

## FLSA CATEGORY:

**Non-exempt**

## START DATE:

**08/26/24**

**SEND LETTER, RESUME AND  
3 REFERENCES (EMAIL AND CONTACT NAME ONLY)**

**WTHH SUBJECT LINE:**

**Assistant Scene Shop Supervisor Application**  
[theatre@fordham.edu](mailto:theatre@fordham.edu)

**TO:**

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.  
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*