



Harry Potter and the Cursed Child San Francisco Job Descriptions

Head Carpenter

Job Title:	Head Carpenter		
Department/Group:	Carpentry		
Location:	San Francisco		
Job Description: Run the Carpentry department including performances, work calls and rehearsals. Maintain all aspects of the production.			
Role and Responsibilities			
<p>Load-in/Tech show with Production Crew</p> <p>Run Deck cues during performances</p> <p>Manage Carpentry Crew</p> <p>Proactively maintain scenery both mechanical and aesthetically</p> <p>Determine crew calls each week based on rehearsal and work call needs</p> <p>Generate and distribute weekly crew schedule for all work calls and rehearsals</p> <p>Prioritize work list and delegate take for work calls and rehearsals</p> <p>Assemble and submit weekly payroll</p> <p>Liaise with Production Management, Stage Management and Company Management on staffing, technical and schedules for work call and rehearsals.</p> <p>Maintain communication and reporting of issues to Stage, Company and Production Management</p> <p>Monitor and maintain adequate stock of hardware and spare equipment</p> <p>Trouble shoot mechanical/automation issues. Recognizing issues before they become a larger problem.</p> <p>Dispute/conflict resolution between crew, departments, and management</p> <p>Address Show report issues with Stage Management as needed and relay that information to Management</p> <p>Ensure continued safe operation of production.</p> <p>During the performance trouble shoot problems and guide crew on contingency procedures, cutting effects, and altering crew and actor traffic to keep the show moving as well as being able to determine when the show should stop.</p> <p>Work with the house head to develop and execute necessary routine maintenance to ensure the consistent operation of the show.</p> <p>Instruct actors on aerial movement and choreography</p> <p>Inspect and maintain performer flying harnesses</p> <p>Work with Foy staff in training the cast in performer flying</p> <p>Maintain safety inspection logs</p>			
Qualifications and Education Requirements			
<p>Excellent carpentry skill</p> <p>Excellent mechanical skills</p> <p>Extensive experience in Aerial Rigging and flying harness maintenance</p> <p>Extensive experience on heavily automated shows</p> <p>Qualified stage rigging</p> <p>Excellent communication skills</p> <p>Ability to stay extremely calm under pressure</p> <p>Ability to quickly assess a problem and communicate issues in a clear and concise manner</p> <p>Responsive to Management queries and direction</p> <p>Adept at Microsoft Word and Excel</p> <p>Responsive to Management queries and direction</p> <p>Responsive to electronic communications (email, text, phone calls)</p> <p>Must have a positive attitude and personality</p>			
Preferred Skills			
<p>Ability to open and read CAD drawings</p> <p>Ability to draft either by hand or on the computer</p>			



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Deck Automation

Job Title:	Deck Automation		
Department/Group:	Carpentry		
Location:	San Francisco		

Job Description:

Role and Responsibilities

Operates STS Automation Console
 Maintains and troubleshoots console, drives, racks, winches etc
 Maintains and troubleshoots mechanics including lifts, sloat lids and turntable
 Communicates issues with Automation System / Software to NY STS Operator and STS Personnel
 Assists Head Carpenter with ongoing show maintenance
 Works with the house head to develop and execute necessary routine maintenance to ensure the consistent operation of the show

Qualifications and Education Requirements

Extensive experience setting up and operating complex multi axis automation systems
 Proficient on software and hardware side of Automation.
 Excellent communication skills
 Ability to maintain composure under pressure
 Ability to quickly assess a problem and communicate issues in a clear and concise manner
 Responsive to Management queries and direction
 Quick-learning with the ability to retain and apply new knowledge
 Qualified stage rigging
 Excellent carpentry skill
 Excellent mechanical skills
 Working knowledge of networking technology
 Working knowledge of hydraulic systems and effects

Preferred Skills



Harry Potter and the Cursed Child San Francisco Job Descriptions

Foy Operator

Job Title:	Foy Operator		
Department/Group:	Carpentry		
Location:	San Francisco		

Job Description:

Role and Responsibilities

Operates Foy Performer Flying Console
 Inspects and maintains rigging equipment and rope
 Maintain focus and concentration at all times during Performing Flying
 Maintains Performer Flying Equipment inspection and safety logs
 Works with the house head to develop and execute necessary routine maintenance to ensure the consistent operation of the show.
 Assists Head Carpenter with ongoing show maintenance

Qualifications and Education Requirements

Qualified Stage Rigger
 Aerial rigging experience
 Comfortable working in high elevations
 Experience with computer / automation systems and maintenance (hardware & software)
 Can multi-task and split focus between multiple performers and stagehands.
 Excellent communication skills
 Ability to maintain composure under pressure
 Ability to quickly assess a problem and communicate issues in a clear and concise manner
 Responsive to Management queries and direction

Preferred Skills



Harry Potter and the Cursed Child San Francisco Job Descriptions

Head Props

Job Title:	Head Props		
Department/Group:	Props		
Location:	San Francisco		

Job Description:			
Role and Responsibilities			
<p>Runs Props Deck Track</p> <p>Manages Props Crew</p> <p>Troubleshoots and repairs extremely complex and delicate props and illusions</p> <p>Maintains show props and spares</p> <p>Orders supplies as needed</p> <p>Performs paint touchups as needed</p> <p>Teaches/Instructs actors on use of specialty props and illusions</p> <p>Works with the house head to develop and execute necessary routine maintenance to ensure the consistent operation of the show</p>			
Qualifications and Education Requirements			
<p>Expert craft and mechanical skills</p> <p>Experience with troubleshooting and repairing specialty props and illusions</p> <p>Excellent aesthetics skills in maintaining Show Prop appearances</p> <p>Excellent interpersonal skills, as there is extensive cast interaction</p> <p>Ability to maintain composure under pressure</p> <p>Ability to quickly assess a problem and communicate issues in a clear and concise manner</p> <p>Responsive to Management queries and direction</p> <p>Extremely details oriented</p> <p>Show great patience in training and communications with actors</p>			
Preferred Skills			



Harry Potter and the Cursed Child San Francisco Job Descriptions

Head Electrician

Job Title:	Head Electrician (Board Operator)		
Department/Group:	Electrics		
Location:	San Francisco		

Job Description: Light Board operator takes cue from stage manager, maintains the operation of the show and can quickly resolve any and all issues with the lighting control system.

Role and Responsibilities

Operation of ETC EOS Lighting console during the checkout run of the performance and called rehearsals
 Operation of D3 /Disguise Media Server during run of the performance
 Operation of Lightstrike Software
 Maintains the integrity of the lighting design and the operation of special effects
 Maintains the Lightwright show documentation
 Addresses Show Report issues with stage management as needed and relay that information to Production Electrician
 Assisting Electricians in troubleshooting the lighting system as a whole
 Works with the house head to develop and execute necessary routine maintenance to ensure the consistent operation of the show

Qualifications and Education Requirements

ETC EOS Ti and RPU backup System operation and troubleshooting
 D3 Disguise Media Server System operation and troubleshooting
 Familiarity with Moving Light Assistant documentation software
 Lightstrike System Operation and troubleshooting
 Expert knowledge of Pathport pathscape software and configuration of Pathport VIA and OCTO devices
 Expert knowledge of Fiber optic networking practices
 Expert knowledge of ETC product line including all Gateway devices and Lustr+ led fixtures
 Expert knowledge in wireless networking as well as City Theatrical Wireless DMX systems
 Expert knowledge of Panasonic Laser Projectors
 High Proficiency with Smoke and fog effects
 Expert electrical, electronic and networking troubleshooting skills
 Ability to maintain composure under pressure
 Ability to quickly assess a problem and communicate issues in a clear and concise manner
 Responsive to Management queries and direction

Preferred Skills

Moving Light Repair GLP and Martin fixtures
 ETC Sensor Dimmer Repair and Setup
 Familiar with both Mac and PC computer systems
 Familiar with MIDI, SMPTE, MSC and RS232 control protocol



Harry Potter and the Cursed Child San Francisco Job Descriptions

Pyro & Special Effects

Job Title:	Pyro Special Effects		
Department/Group:	Electrics		
Location:	San Francisco		

Job Description:

Role and Responsibilities

Runs Special Effects Track during performances
 Operates and maintains Galaxis Wireless Firing System
 Handles hazardous materials
 Operates and maintains liquid fuel systems
 Lake Tank Pool maintenance, cleaning, and monitoring.
 Maintain scuba equipment, including gas transfer.
 Trains cast in operation and handling of special effects and illusions
 Weekly/monthly/quarterly maintenance of all equipment.
 Manages and handles Flash Paper and Flash Cotton Products
 Maintain special effect props.
 Order supplies for all special effects system, pool cleaning, and illusions as needed
 Works with the house head to develop and execute necessary routine maintenance to ensure the consistent operation of the show.

Qualifications and Education Requirements

Extensive experience with Propane, Butane, and other pressurized systems (CO2/Nitrogen), including gas transfers
 Experience with the handling, transfer, and disposal of hazards materials
 Excellent working experience with plumbing and electrical
 Excellent interpersonal skills, as there is extensive cast interaction and training
 Fully qualified and certified in the use of flame and gas effects
 Expert electrical, electronic and networking troubleshooting skills
 California State Certified Pyrotechnician's License
 PADI Certified
 Ability to maintain composure under pressure
 Ability to quickly assess a problem and communicate issues in a clear and concise manner
 Responsive to Management queries and direction
 Show great patience in training and communications with actors

Preferred Skills



Harry Potter and the Cursed Child San Francisco Job Descriptions

FOH Effects Mixer A1

Job Title:	Sound Mixer (Sound Effects)		
Department/Group:	Sound		
Location:	San Francisco		

Job Description:

Role and Responsibilities

Programs and Operates sound effects console
 Maintains complete audio package including: racks, consoles, RF System, COM Systems
 Works with the house head to develop and execute necessary routine maintenance to ensure the consistent operation of the show
 Trains subs and replacements on the Sound Effects mix
 As the department head the Individual must be able to communicate with other department heads, resident artistic staff, and audio team to maintain the artistic intention of the production

Qualifications and Education Requirements

Minimum of five years of experience operating large scale Broadway style musicals or plays.
 Proficient in the operation and programming Figure 53 Qlab audio playback software, Ableton Live, and Apple Mainstage software
 Responsible for the triggering of the playback sound FX and music during the run of show
 Responsible for the startup, testing and troubleshooting of the playback systems and working with the RF Mixer perform a complete system check including all inputs and outputs prior to each performance
 Ability to perform basic troubleshooting on any of the systems
 Excellent knowledge of networking technology including Netgear Enterprise switches, Vlans, and Audinate Dante
 Working knowledge of IHSE Draco KVM, QLAB, Ableton, Mainstage, D&B software, Yamaha MRX, ClearCom Freespeak, Riedel Artist Intercom, HD-SDI video systems including matrix and routing systems, TiMax
 Ability to quickly assess a problem and communicate issues in a clear and concise manner
 Responsive to Management queries and direction

Note:

Deck sound personnel will be responsible for the operation and maintenance of the wireless microphone systems. They should have experience with the rigging, coloring and mounting of miniature lavalier microphones. They will be the principal point of contact for the acting company. They must be able to communicate clearly with other departments including Stage Management, Wardrobe and Hair to facilitate any cast needs or changes based on show run needs. Deck sound persons will be the in house covers for the RF Mix and SFX Operator positions and should have basic knowledge of the shows systems.



Harry Potter and the Cursed Child San Francisco Job Descriptions

FOH RF Mixer A2

Job Title:	Sound Mixer (RF)		
Department/Group:	Sound		
Location:	San Francisco		

Job Description:

Role and Responsibilities

Programs and Mixes RF Sound Console
 Maintains complete audio package including: racks, consoles, RF System, COM Systems
 Responsible for the startup, testing, and troubleshooting of the main mixing console and working with the Sound FX operator perform a complete system check including all inputs and outputs prior to each performance
 Works with the house head to develop and execute necessary routine maintenance to ensure the consistent operation of the show.
 Trains subs and replacements on the RF mix

Qualifications and Education Requirements

Minimum of five years of experience mixing large scale Broadway style musicals. Must be proficient in the operation and programming of Digico SD series consoles (SD10T) with the "T" theater software package
 Ability to perform basic troubleshooting on any of the systems
 Working knowledge of IHSE Draco KVM, QLAB, Ableton, Mainstage, D&B software, Yamaha MRX ,ClearCom Freespeak ,Riedel Artist Intercom, HD-SDI video systems including matrix and routing systems, TiMax.
 Ability to quickly assess a problem and communicate issues in a clear and concise manner
 Responsive to Management queries and direction

Note:

Deck sound personnel will be responsible for the operation and maintenance of the wireless microphone systems. They should have experience with the rigging, coloring and mounting of miniature lavalier microphones. They will be the principal point of contact for the acting company. They must be able to communicate clearly with other departments including Stage Management, Wardrobe and Hair to facilitate any cast needs or changes based on show run needs. Deck sound persons will be the in house covers for the RF Mix and SFX Operator positions and should have basic knowledge of the shows systems.