

CONSTRUCTION

CONSTRUCTION COORDINATOR

The duties of the Construction Coordinator shall include the co-ordination of all work in conjunction with the manufacture and building of sets, cutouts, scenic frames parallels and platforms and all carpentry work on stages and permanent building connected with the production, including buildings or other structures used as locations. The Construction Coordinator is responsible for disbursement of the assigned budget; delegation of work required for the efficient operation of the Construction Department.

CONSTRUCTION FOREMAN/HEAD CARPENTER

The Construction Foreman/Head Carpenter must be able to perform those functions as heretofore described, and must be able to assume all responsibilities in the event of the absence of the Construction Coordinator.

LEAD METAL FABRICATOR

LEAD/ASSISTANT HEAD/ON SET CARPENTER

The duties of the Lead Carpenter shall be to, in a general way, oversee and maintain construction techniques and standards as deemed appropriate by the Coordinator/Foreman, and expedite work to accommodate scheduling.

WELDER

SCENIC CARPENTER

The duties of the Scenic Carpenter shall be to construct and manufacture all scenic elements related to the production without direct supervision, as assigned by the Construction Coordinator or Head Carpenter.

SCULPTOR

SCENIC METAL FABRICATOR

CONSTRUCTION DEPARTMENT ASSISTANT

- Support the Construction Dept Coordinator in various duties including emails, contacting vendors, tracking material purchases and expenditures for the Construction Department.
Construction Department Budget creation assistance.
- Track all daily expenditures created through PO's, Cashet, Petty Cash & Cheq Reqs.
- Reconciliation of Cashet and PO's in the system in accordance to the Accounting Dept specifications.
- Provide a real time Material/Labour cost of all sets as per Production Designer specs.
- Provide a Weekly Cost Breakdown Summary, to include material to labour ratio, tracking of PST, GST, PO's, Cashet, Cheq Req's & Petty Cash of all materials.
- Create Cheq-Req's & PO's for vendors as necessary
- Communicate with vendors to verify material orders to align with correct PO's.
- Procure invoices from all vendors to provide verification and accuracy of orders
- Real time tracking of all costs through orders via PO, Cashet, Cheq-Req or petty cash.
- Search & Contact vendors to procure necessary equipment such as scissor lifts, scaffolding, fork lifts etc.
- Assist in procurement of specific vendors for various materials needed for specialized construction.
- Provide production approved credit apps to vendors to ensure in expediting of materials needed in various set construction.
- Collection and input of all Time Sheets in all departments to track all man-hours of daily and weekly personal for payroll.
- Track man-hours & specified duties of each daily and weekly Construction, Paint & Greens personnel.

- Collection of all Cashet and Petty Cash receipts to input into data tracker. Input copies of receipts into Cashet for verification of proof of purchase.
- Input cashet data into the Cashet system for reconciliation as per Accounting Dept specifications to aid in expedient payments to vendors.

CARPENTER

A Carpenter should have a working knowledge of all shop equipment, and the ability to read and interpret drawings. All tasks are performed under supervision of the Head Carpenter or Assistant Head Carpenter.

METAL FABRICATION ASSISTANT

CARPENTERS ASSISTANT

The Carpenters Assistant duties are to assist in the construction of scenic elements. To perform any tasks as deemed appropriate by the Head Carpenter/Assistant Head Carpenter.

LABOURER

The duties of the Labourer are the movement of tools, supplies, and materials, and keeping the work site and tools in a clean, organized condition as required by the department and under the direction of the Department Head. The utilization of Labourers shall be in consultation with the Union, the Department Head, and the Production Manager. The Labourer position only applies to the construction department.