

## Lead Carpenter/Shop Manager

**Title:** Lead Carpenter

**Job Type:** Salary, Full Time Exempt

**Pay:** DOE

**Industry/Comparable Work Experience:** 3-5 Years

**Education Level:** Bachelor's Degree preferred or equivalent industry experience

Vanguard Events is looking for an energetic, positive, hard worker to join our team. The lead carpenter works with the Creative Team on design build strategies to create unique, custom props for the event industry. The lead carpenter is responsible for the successful completion of prop builds to spec, on time, in budget, while maintaining a high level of quality, safety and professional communication throughout the process.

Vanguard is a small company, and as such, we require flexibility and drive in a successful candidate. We offer above average compensation, full medical and dental benefits and paid vacations as part of our employment package. Persons with high achievement standards and a desire for excellence will be most valuable as part of our team.

## Duties and Responsibilities

- Manages all large-scale builds, budgets, materials and crews to successfully complete designs on time and on budget
- Works directly with Creative Director, Sr. Designer, Designer/Event Manager and Production Manager on designs
- Works with designers on best practices for safely constructing and installing large scale event décor props and scenic elements
- Ability to interact and communicate well with the client, managers, and subcontractors throughout the job
- Assist in the supervision/operation of the workshop and assigned personnel, as directed
  - Manages small teams of on-call staff to complete basic projects such as gluing, painting, sanding and finishing on a regular basis
- Assist with the coordination of outsourced trade jobs in coordination with design/builds of props (example: welders)
- Assist in the preparation of estimates, reports and requisitions
- Able to perform all duties of carpenter or finish carpenter, following recognized procedures/techniques for such work, as required
- Solve math problems quickly and accurately
- Maintains the workshop cleanliness
  - Sweeps/vacuums daily, or assigns task to support staff
  - Makes sure saws are sharp and working properly
  - Uses shop system air filters daily and checks them regularly to maintain cleanliness
  - Returns all tools, material, screws, etc., to their proper place daily or ensures that it is done
  - Maintains Air Compressor system
  - Ensures the taking out of trash and dump runs are handled in a timely manner
- Responsible for purchasing material/tools from Home Depot, etc.
- Looks for cost saving measures by reusing, rehabbing and searching for cost effective materials in the construction of new props
- Responsible for taking large scale build's to the event site, and setting and striking builds for show
- Manages small teams to accomplish builds on site at event venues in the PNW
- Communicates any issues immediately regarding the need for prop rehabs, retiring of, or issues of safety with props with Warehouse/Prop Manager and Senior events team
- Perform all other duties as assigned

This position requires an energetic and motivated person who has the following skills:

## Required Skills

- 3-year minimum working in the field of event/theatrical prop building
- Hold valid Washington State Drivers License and keep a good driving record
- Able to problem solve and troubleshoot
- Self-starter and independent worker with attention to detail
- Knowledge of construction methods and various trades such as scenic walls, prop building, framing, taping and finishing, painting, finish carpentry, trim, case, base and shoe
- Ability to drive a 26' truck
- Experienced in Microsoft Office, including Word, Excel, Outlook, and PowerPoint
- Knowledge and experience on electric tools (table saw, miter saw, etc.)
- Knowledge and experience using heavy equipment (scissor lifts, boom lifts, forklifts, etc.)
- Must be dependable, enthusiastic, and energetic with the desire to work hard
- Ability to take initiative and prioritize tasks; excellent communication, organizational, time management, problem-prevention and problem-solving skills are essential
- Professional, neat appearance and demeanor
- Must have the ability to work well with others on a team

## Desired Skills

- Knowledge of CNC machine operation is desirable and ability to learn and run machine within 90 days of employment is mandatory

## Physical Requirements

- Must be able to stand for extended periods of time during entire event set-up and strike
- Ability to lift a minimum of 80 pounds unassisted
- The position requires frequent standing, walking, crawling, kneeling, climbing, squatting, bending, twisting, reaching above and below the shoulder, pushing, pulling, lifting, carrying, fine manipulation, power grasping, simple grasping and repetitive use of hands

## Job Considerations

- Must have a flexible schedule and be able to work nights and weekends if requested. Often events are scheduled around weekends and evenings. An open schedule is mandatory to the position.

## Vanguard Events

Vanguard Events is a team of incredibly talented and innovative professionals dedicated to achieving our clients' event production and planning goals. From creative direction, custom fabrication, enchanting entertainment and extraordinary event design, we are resourceful and conscientious, and we take great pride in creating authentic event experiences. Visit [www.vangardevents.com](http://www.vangardevents.com) to learn more.

**To apply, please e-mail your resume and a brief explanation about why you would like to be a part of the Vanguard Events team to [vanguard@vangardevents.com](mailto:vanguard@vangardevents.com). No phone calls please.**