

Overview of Role

The chargehand carpenter works as part of the carpentry team. They work with the head of department (HOD) carpentry and the supervising carpenter. They are responsible for the day-to-day scheduling of works, liaising with the supervisor to ensure that the pieces and scenery constructed are prepared and fixed in place for filming. They will be managing the workflow to ensure that the department meet targets set by the supervisor. They will usually be in charge of a stage or location. The chargehand carpenter will also oversee the carpenters making the sets, acting as a direct link between crew and management.

Core Responsibilities:

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

1. Interpret the brief and prepare the stage / workshop area

- ☐ Interpret stage and workshop set up requirements
- ☐ Collaborate with the supervising carpenter to set up work areas and required equipment, materials, and personal protective equipment (PPE)
- ☐ Arrange and check the workshop or stages, ensuring that required materials and equipment are ready and available for easy use
- ☐ Agree procedures for checking and communicating information with colleagues, including accidents or emergencies, identifying obstructions, and environmental considerations

2. Manage the stage / workshop area

- ☐ Consult with stagehands regarding deliveries of materials, restocking when necessary to avoid disruption to works deadlines
- ☐ Manage housekeeping duties, ensuring areas, especially external areas, are kept clean and tidy
- ☐ Control waste management and disposal and recycling of materials
- ☐ Confirm the stage is clear of any materials and equipment at the end of a set build, ready to hand over to the shooting crew

3. Manage the preparation of carpentry for a production

- ☐ Communicate the details of the design brief and agreed schedule with team
- ☐ Identify specialist tools and equipment for the work activity
- ☐ Use personal protective equipment (PPE) equipment as required, in line with health and safety requirements
- ☐ Set out the new set on the empty stage, in line with the art directors plan, drawings and elevation
- ☐ Deal with questions and queries regarding the drawings, materials and methodology from the carpenters

- Liaise with other departments, acting as first point of contact for the carpentry team for example with the plastering or painting chargehands
- Check and confirm work is carried out in line with the schedule and timescales provided
- Highlight potential issues so that supervisors, HOD and CM can consult with other departments and find solutions
- Identify opportunities to simplify, reduce weight, material cost or labour on any piece of scenery

4. Manage the work of the carpentry team

- Liaise with HOD regarding drawings and pass on information to the crew
- Interpret the documentation to confirm the materials and components required for the work to be carried out
- Receive briefings from the supervisor regarding the production and how it affects the stage, workshop or location
- Check that all members of the team understand the requirements and specific activities they are responsible for
- Monitor team performance to ensure that requirements are being met
- Induct new carpenters and ensure they are set up with benches, tools and equipment
- Provide advice and guidance as appropriate to enable work to be completed
- Liaise with carpenters to make sure the stages are clean and tidy, and materials are disposed of in line with health and safety requirements

5. Comply with health and safety requirements

- Keep up to date with health and safety policies and procedures for the production
- Identify production working practices and aspects which may cause harm
- Consult with production's health and safety advisor(s) to confirm they've covered all potential risks
- Check with the location manager or member of locations team, for anything which might be a risk or hazard to the carpentry team working onsite
- Confirm that risk assessments for the work of their team have been undertaken and their team complies with health and safety legislation and procedures
- Update and maintain health and safety information relating to their team
- Ensure they know who the relevant person to report accidents or near misses to is, and how they would need to receive the report (for example, in person or via email)
- Consider working hours for their team and ensure nobody is working longer hours than deemed safe
- Work in compliance with health and safety legislation, regulations, and protocols at all times
- Report any dangerous behaviours immediately

Role Specific Skills:

- Interpret drawings to confirm materials and components
- Interpret stage and workshop requirements
- Liaise with the supervising carpenter on day-to-day scheduling

Transferable Skills:

- Communication: building rapport and interpreting other's requirements and communicating requirements to other departments and colleagues
- Team-working: collaboration within own and with other departments, liaising with the wider construction team, props, set decoration, lighting, sound and camera teams
- Problem-solving: contingency planning and ability to resolve issues while shooting so that productions remain on schedule

Attributes:

- Resilience and enthusiasm: adapt positively and quickly to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production
- Productivity: organises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations and escalates appropriately when necessary
- Ethics and integrity: honest and principled in all of their actions and interactions. Respectful and inclusive of others, and meets the ethical requirements of their profession
- Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment