

history theatre

Job Title: Scenic Supervisor

Reports to: Technical Director

Location: History Theatre in downtown St. Paul, MN

About History Theatre

Founded in 1978, History Theatre is an Ivey Award-winning theater located in downtown St. Paul that presents a main stage season of primarily new works. History Theatre's mission is to "entertain, educate, and engage audiences by creating, developing and producing new and existing works that explore Minnesota's past and our diverse American experience." This work is guided by a core belief that history provides a unique lens through which to see and understand contemporary issues.

The scene shop is located in the basement of History Theatre in downtown Saint Paul, directly beneath our thrust stage. The shop environment is relaxed but focused, with a strong emphasis on collaboration and creative problem-solving. Most builds are rooted in wood construction, with steel used as needed. We take pride in crafting smart, resourceful solutions that help bring bold artistic visions to life.

The Scenic Supervisor is an hourly non-exempt position and reports to the Technical Director.

PRIMARY DUTIES AND RESPONSIBILITIES:

Leadership & Supervision

- Supervise and lead overhire staff during builds, load-ins, and strikes
- Delegate tasks and oversee workflow to ensure builds remain on schedule
- Maintain a professional, respectful, and safe working environment
- Step in to manage day-to-day scenic operations in the absence of the Technical Director

Technical & Construction

- Interpret and execute technical drawings and build documents
- Perform scenic carpentry and MIG welding as needed
- Assist with installation and striking of scenic elements
- Ensure quality and craftsmanship in all scenic builds

Shop Safety & Maintenance

- Encourage safety and proper tool usage by all personnel
- Maintain shop cleanliness, organization, and material/tool inventory
- Assist with upkeep and repair of tools, equipment, and scenic elements

Collaboration & Communication

- Communicate effectively with the Technical Director, designers, and production staff
- Provide input on build methods, material needs, and scheduling
- Represent the scene shop professionally to other departments.

Other duties as assigned.

30 E Tenth Street • Saint Paul, MN 55101 • **PHONE:** 651-292-4323 • historytheatre.com

HISTORY THEATRE ENTERTAINS, EDUCATES, AND ENGAGES AUDIENCES BY CREATING AND PRODUCING NEW WORKS THAT EXPLORE MINNESOTA'S PAST AND THE DIVERSE AMERICAN EXPERIENCE.

This is an hourly, show-based position intended to support the first two productions of the 2025–2026 season. The job will run through Thanksgiving. Following that period, History Theatre will evaluate its ongoing staffing needs to transition this job into a long-term position.

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

- 3+ years of professional experience in theatrical scenic construction, including carpentry and welding
- Proficiency in reading and interpreting technical drawings and build documents
- Strong knowledge of wood construction; experience with steel fabrication and MIG welding preferred
- Comfortable operating standard shop tools and equipment (table saw, chop saw, router, etc.)
- Experience supervising crews or leading build teams in a theater or fabrication environment
- Demonstrated commitment to safe working practices in a shop and onstage
- Ability to lift 50+ lbs, work on ladders, and perform physically demanding tasks
- Excellent time management, communication, and organizational skills
- Positive, collaborative attitude and ability to work in a fast-paced environment
- Familiarity with rigging and stage automation is a plus
- Degree or training in Technical Theatre, Theatrical Production, or related field preferred but not required

PAY AND HOURS:

- Pay: \$20 - \$30 an hour depending on qualifications and experience
- Hours: Weekdays, flexible start and end times inside the window of 6AM to 6PM
- 50% employer paid parking in downtown St. Paul ramp, or 50% employer paid metro pass
- 4 complimentary tickets per production during employment

History Theatre is committed to creating a culturally diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age or veteran status.

To apply, please email a resume, two references, and a letter of interest (PDF format) to Ashton Schnieder, Business Manager, at HR@historytheatre.com.

Applications are being reviewed on a rolling basis, with a **priority deadline for submissions on August 11**. The position will remain open until it is filled. The ideal start date is **Monday, August 18**.