

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE**  
**TEMPORARY POSITION DESCRIPTION**

**POSITION TITLE:** Stage Master Carpenter

**DEPARTMENT/LOCATION:** Performance Riverside/Landis Performing Arts Center

**BASIC FUNCTIONS:** Under the supervision of the area manager, the Stage Master Carpenter hand and power tools in stage and performance related carpentry work.

**REPRESENTATIVE DUTIES:**

1. Utilizes hand and power tools to perform basic to advanced carpentry work in the creation of stage pieces.
2. Assembles, modifies, or creates stage pieces based on performance requirements.
3. Assists temporary workers in the use of hand and power tools in the performance of carpentry work.
4. Maintains and/or assists in the performance of basic maintenance of hand and power tools.
5. May assist with related strike and clean activities prior to performances.
6. Performs or assists in the performance of stage carpentry-related inventory.
7. Performs other duties, related to the position, as assigned.

**QUALIFICATIONS:**

Education, training, and/or experience in carpentry work related to stage and performances, and the ability to use hand and power tools in the performance of related carpentry work.

**HOURS/DAYS:** A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Human Resources & Employee Relations.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.