



**Policy Type:** Governance

**Created:** 02/01/2011

**Policy Title:** Workshop Coordinator Duties

**Revised:** 05/18/2021

---

This Coordinator Position reports to the Executive Producer.

## Workshop

- Maintain the workshop in a safe and clean manner.
- Ensure equipment is in working order, and properly locked-out when not in use.
- Ensure volunteers are properly informed in the safe use of equipment.
- Ensure no individuals under the age of 18 use power saws, the drill press, router, nail guns, ladders over 6 feet, or other potentially dangerous equipment.

## Productions

If requested by the production:

- Assist in building scenic elements
- Purchase lumber and hardware.
- Attend load-in and strike.