



**Weston Playhouse Theatre Company**  
**PROPS INTERN**  
**Seasonal, full-time**

Reports to: Properties Manager  
Start Date: Late May  
End Date: Late August/early September  
Work Week: 6 days, 8-10 hours/day, day off may vary week to week  
Housing: Shared room, kitchen and bath in company housing

**Responsibilities include, but are not limited to:**

- Assist with the fabrication, sourcing, and modification of props, furniture, and set dressing for 7 shows on two stages
- Work with Props Team on necessary paperwork, purchasing, research, preparing samples, etc
- Attend Intern Meetings
- Assist in other departments as assigned/needed
- Possible run crew duties on one or more mainstage shows
- Provide support for special events or company projects as needed

**REQUIREMENTS:**

- Proven interest and skills in standard props construction techniques and practices including basic carpentry, upholstery, scenic art, paper and soft goods construction, machine/hand sewing
- Minimum of 1 year experience and/or study, preferably at the university level, in properties design and construction or equivalent
- Excellent inter-personal, organization, collaborative, and communication skills
- Knowledge and respect for adhering to industry and OSHA standard safety practices
- Ability to lift 50 lbs safely and independently
- Valid driver's license with clean record. Comfortable driving company vehicles including minivan and/or cargo van
- Ability to thrive in rural area with limited cell phone service
- Ability and willingness to work long days with irregular hours with positive attitude