



Weston Playhouse Theatre Company
PROPS INTERN
Seasonal, Full-time Staff

Reports to: Properties Manager
Start Date: May 25, 2020
End Date: September 3, 2020
Work Week: 6 days, 8-10 hours/day, day off may vary week to week
Housing: Shared room, kitchen and bath in company housing
Compensation: \$150/week, housing included

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 shows;
- Assist in production changeovers;
- 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 preferred;
- Excellent inter-personal, organization, collaborative, and communication skills;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Willingness to learn and adhere to industry and OSHA safety practices;
- Ability to lift 50 lbs. safely with assistance;
- Ability and willingness to work long days with irregular hours with positive attitude;
- Valid driver's license with clean driving record; own car, with valid, current insurance coverage preferred. Mileage will be reimbursed for all business-related trips;
- Ability to thrive in a rural area with limited cell phone service.

Interns work side-by-side with Playhouse production staff and top New York and regional directors and designers. Intern discussions are scheduled every other week with a variety of Playhouse artists, providing hands-on knowledge and experience.

Weston Playhouse Theatre is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

To apply, send cover letter, resume, and three references to hire@westonplayhouse.org.

For more information check out our website at <https://www.westonplayhouse.org/>