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

Reports to: Properties Manager
Start Date: May 21, 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: $325-350/week, housing included

Responsibilities include, but are not limited to:
- Assist with the successful engineering, construction, installation, acquisition, maintenance, and strike of prop and scenic prop elements for 7 shows on 2 stages;
- Assist the Properties Manager in directing, supervising, and mentoring the Props Intern and Props/Costume Intern;
- Assist Properties Manager in creation of, and adherence to, build schedules, purchasing, ordering materials, paperwork, and communications;
- Work with Properties Manager on all issues of purchasing, paperwork, and inter-departmental communication;
- Work with Properties Manager and Stage Management to coordinate and support rehearsal prop needs;
- Consistently maintain and organize prop and furniture storage areas;
- Assist Properties Manager with interpretation of design drawings and creation of construction drawings;
- In coordination with Properties Manager, order all necessary materials and supplies in timely manner;
- Oversee safety of those working in Prop Shop;
- Ensure that personnel are properly trained in use of machinery and tools and use appropriate personal protective equipment while working in the shop, during load-ins, techs, and changeovers;
- Research, acquire, and maintain MSDS for products used or stored in the prop shop;
- Provide support for special events or company projects as needed;

Requirements:
- Excellent prop and scenic prop construction and fabrication skills, carpentry, upholstery, soft goods and crafts skills; painting and welding a plus;
- Excellent inter-personal, organizational, collaborative, communication, and leadership skills;
- Minimum of 1-year professional experience as Props Artisan or equivalent preferred;
- Proven ability to motivate, manage, educate, and coordinate staff members of varying proficiency levels;
- Ability to lift 50 lbs. safely with assistance;
- Computer proficiency, own laptop;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Demonstrated experience working on multiple productions within tight timelines and budgets;
- Demonstrated knowledge of industry and OSHA standard safety practices;
- Ensure proper maintenance and usage of all shop equipment and hand tools;
- 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;
- Must be comfortable driving company cargo van;
- Ability to thrive in a rural area with limited cell phone service.

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 hiring@westonplayhouse.org.

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