



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

Reports to: Properties Manager  
Start Date: Mid 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:**

- Work with Properties Manager to ensure successful engineering, construction, installation, acquisition, maintenance, and strike of prop and scenic prop elements for 7 shows on 2 stages
- Work with Properties Manager and Production Management to ensure all shows are completed within deadlines and budgets
- Direct, supervise and mentor Props Intern in tandem with Props Manager
- Assist Properties Manager in creation of and adherence to build schedules, purchasing, ordering materials, paperwork and communications
- Work with Props Manager on all issues of purchasing, paperwork and inter-departmental communication
- Work with Props Manager and Stage Management to coordinate and support rehearsal prop needs
- Consistently maintain and organize prop and furniture storage areas
- Assist Props Manager with interpretation of design drawings and creation of construction drawings
- In coordination with Props 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 scene 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
- Computer proficiency
- Minimum of 1 year professional experience as Props Artisan or equivalent
- Proven ability to motivate, manage, educate and coordinate staff members of varying proficiency levels
- 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 to thrive in rural area with limited cell phone service
- Ability and willingness to work long days with irregular hours with positive attitude