



Weston Playhouse Theatre Company
PROPS ASSISTANT
Seasonal, full-time

Reports to: Properties Manager
Start Date: May 16, 2019
End Date: August 25, 2019
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 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;
- 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 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;
- 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;
- 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 rural area with limited cell phone service;
- Ability and willingness to work long days with irregular hours with positive attitude

Compensation is between \$425-450/ week, housing included.

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/>