



JOB DESCRIPTION/SCOPE OF WORK

ASSISTANT PROPS SUPERVISOR Seasonal

Immediate Supervisor(s):	Props Supervisor
Schedule:	TBD
Salary:	\$15.00/hr and 1.5x over 40 hours/week
Housing (if needed):	Single room, shared kitchen and bath
Start Date:	May 27
End Date:	August 13

STATEMENT OF JOB:

The Assistant Props Supervisor assists with the daily operations, leadership, and administration of the props department in the timely completion of all properties construction and procurement for the Hangar Theatre Company's (HTC) Mainstage, KIDDSTUFF, and Wedge Series; while supporting the HTC's mission, vision, values, and commitment to Equity, Diversity, Inclusion, and Access.

JOB DUTIES:

GENERAL RESPONSIBILITIES:

- Reporting to work on time, prepared to start
- Completing assigned daily tasks.
- Follow and practice safe work methods and safety procedures acting in concert with the theatre's safety policies
- Contribute to maintaining a collaborative shop environment
- Follow procedures and policies in the Seasonal Handbook.
- Follow any and all HTC and Health Department Guidelines related to COVID-19

SPECIFIC RESPONSIBILITIES:

- Work in conjunction with the Properties Supervisor to organize, run, and maintain the properties shop during the build, load-in, and strike of productions.
- Maintain equipment, supplies, and stock items as well as the day-to-day maintenance of the prop shop, prop storage, and its equipment.
- Assigning of tasks and projects as necessary to complete show or rehearsal needs.
- Serve as the Props Supervisor for KIDDSTUFF or Wedge Shows as assigned
- Attend technical rehearsals, production meetings or other appointments as a representative of the Properties Department as directed by the Props Supervisor.
- Construction, painting, acquiring, and finishing of all properties as needed, including hand props, furniture, furnishings, and set decorations for all productions.
- Repairing, upholstering, and refinishing of properties borrowed, purchased, or constructed for productions, as well as assisting the Props Supervisor in the research of props for individual productions.
- Pulling of properties from stock as needed for productions and rehearsal; as well as transporting props to and from the theatre and rehearsals.
- Assist in maintaining open communications within the prop shop as well as with other theatre departments.
- Supervision/training of fellows in the Props Department.
- Additional props related duties not covered by the list above

REQUIREMENTS:

- Outdoor Theatre experience (preferred)
- Minimum of bachelor's degree in technical theatre, or equivalent experience, and 2 seasons of summer theatre experience
- Physical Requirements include: routine lifting of 30 to 50 lbs, occasional work on ladders, catwalks,

scissor lifts, and other personnel elevation devices

- Valid driver's license with vehicle
- Extensive experience in properties, including: furniture construction, soft goods, and upholstery.
- Casting and molding experience.
- Basic sculpting and scenic/prop painting experience.
- Working knowledge of Microsoft Office & Photoshop.
- Excellent organization and research skills.
- Excellent time/resource management skills.
- Capacity to solve problems and engage in creative thinking about challenges; Ability to brainstorm ideas in a group setting.
- Well-developed communication skills.
- Maturity and understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills.
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment.
- Ability to work long hours and to manage an irregular schedule
- Fully vaccinated and boosted against COVID-19

