



POSITION DESCRIPTION/SCOPE OF WORK

PROPS CARPENTER/CRAFTSPERSON Seasonal

Immediate Supervisor(s):	Props Supervisor, Assistant Props Supervisor
Schedule:	TBD
Salary:	\$13.50/hr and 1.5x over 40 hours/week
Housing (if needed):	Shared room, kitchen and bath
Start Date:	May 30
End Date:	August 6

STATEMENT OF POSITION:

The Props Carpenter/Craftsperson will assist with the construction, creation, painting, and repair of props for all the Hangar Theatre Company's (HTC) Mainstage, KIDDSTUFF, and Wedge Series; while respecting 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:

- Helping to maintain equipment, supplies, and stock items as well as the day-to-day maintenance of the prop shop, prop storage, and its equipment.
- Completion of assigned tasks and projects as necessary to complete show or rehearsal needs
- Construction, painting, and finishing of all properties as needed, including hand props, furniture, furnishings, and set decorations for all productions as directed
- Repairing, upholstering, and refinishing of properties borrowed, purchased, or constructed for productions
- Pulling of properties from stock as needed for productions and rehearsal; as well as transporting props to and from the theatre and rehearsals
- May serve as the Prop Master or Assistant Prop Master on a KIDDSTUFF or Wedge production.
- Additional prop related duties not covered by the above list.

REQUIREMENTS:

- Outdoor Theatre experience (preferred)
- Completed Undergraduate degree preferably in prop construction, or equivalent experience
- The Physical Requirements include: routine lifting of 30 to 50 lbs, occasional work on ladders, scissor lifts, and other personnel elevation devices
- Valid driver's license with vehicle
- High Proficiency in:
 - Prop construction including furniture construction and, soft goods, and upholstery
 - OR- in sculpting and painting experience with working knowledge of the other
- Working knowledge of Microsoft Office & Photoshop
- 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 manage an irregular schedule
- Fully vaccinated and boosted against COVID-19

