



ASSISTANT PROP SUPERVISOR
Seasonal, Full-Time

Reports to: Properties Supervisor

Start Date: May 20, 2024

End Date: August 25, 2024

Housing: Shared bedroom, shared kitchen, and bath in company housing

Compensation: \$655-\$700/week, housing included

Overview:

Weston Theater Company (WTC) is designed to be a collaborative organization; employees forge interdepartmental relationships and contribute to a positive and supportive workplace through teamwork, flexibility, and goal-oriented cooperation. The successful candidate will be passionate and engaged in their area of expertise and will also demonstrate a willingness to help other departments if needed to fulfill WTC's mission: to create theater to engage, entertain, and inspire our ever-expanding community.

Weston Theater Company is located in rural southern Vermont. Having an appreciation for nature and a quiet small-town vibe for the summer is essential. What we lack in population density, public transportation, and urban conveniences is offset by the beauty of 400,000 acres of national forests, lakes, quintessential general stores, and caring community.

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 4 shows;
- Assist Properties Supervisor in creation of, and adherence to, build schedules, purchasing, ordering materials, paperwork, and communications;
- Work with Properties Supervisor on all issues of purchasing, paperwork, and inter-departmental communication;
- Work with Properties Supervisor and Stage Management to coordinate and support rehearsal prop needs;
- Consistently maintain and organize prop and furniture storage areas;
- Assist Properties Supervisor with interpretation of design drawings and creation of construction drawings;
- In coordination with Properties Supervisor, order all necessary materials and supplies in timely manner;
- Provide support for special events.

PREFERRED 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;
- Proven ability to motivate, manage, educate, and coordinate staff members of varying

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proficiency levels;

- Ability to lift 50 lbs. safely with assistance;
- Computer proficiency including Microsoft Office and Google Docs;
- 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;
- Must be comfortable driving company cargo van;
- Ability to thrive in a rural area with limited cell phone service.

Weston Theater Company is proud to be an Equal Opportunity Employer. We strongly encourage applicants from historically marginalized communities. WTC recognizes that historic institutional practices have led to an exclusionary and harmful environment for members of these communities, and is actively working to become a more diverse, anti-racist, inclusive organization. We acknowledge and welcome the complexity of the work ahead.

Full vaccinations for staff, creative team and artists are mandatory for employment, as is adherence to all COVID-19 safety protocols. Proof of vaccination will be required upon first day of work.

To apply, send cover letter, resume, and three references to hire@westontheater.org. Please put "Assistant Props Supervisor" in the subject line.