



**PROPS ASSISTANT**  
**Seasonal, Full-Time**

**Reports to:** Props Supervisor

**Start Date:** May 27, 2024

**End Date:** August 25, 2024

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

**Compensation:** \$360/week + Overtime, 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 fabrication, sourcing, and modification of props, furniture, and set dressing for 4 shows on multiple stages;
- Work with Props Team on necessary paperwork, purchasing, research, preparing samples, etc.;
- Attend Young Professional Career Development Meetings;
- Assist with the painting of prop elements;
- Assist in the upkeep, cleanup, and maintenance of work areas and equipment;
- Assist in production changeovers;
- Provide support for special events or company projects as needed.

**REQUIREMENTS:**

- Proven interest and skills in standard scenic art techniques and practices;
- Proven interest and skills in standard props construction techniques and practices including basic carpentry, upholstery, scenic art, paper and soft goods construction, machine/hand sewing;
- Minimum of 1-year experience and/or study, preferably at the university level, in properties design and construction or equivalent preferred;
- Excellent inter-personal, organizational, collaborative, communication skills;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Willingness to learn and adhere to industry and OSHA safety practices;
- Ability to safely lift 50 lbs. with assistance;
- Ability and willingness to work long days with irregular hours with a positive attitude;



- Valid driver's license with clean driving record;
- 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](mailto:hire@westontheater.org). Please put "Props Assistant" in the subject line.