



PROPS SUPERVISOR
Seasonal, Full-Time

Reports to: Director of Production and Operations

Supervising: Assistant Props Supervisor and Props Assistant

Start Date: May 13, 2024

End Date: September 8, 2024

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

Compensation: \$800- \$900/week, housing included

Prep Work: Up to 40 hours of remote work prior to the onsite start date will be compensated.

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:

- Oversee the successful engineering, construction, installation and strike of props, furniture, and set dressing elements for four shows, actively participating in prop creation as needed;
- Ensure completion of all props and set dressing elements for each production to the satisfaction Set Designers;
- Coordinate with Stage Management and other departments as needed to support prop needs in rehearsal; educate Stage Management staff and performers in appropriate usage and operation of specific props;
- Order all necessary materials and supplies in timely manner; track deliveries and purchases and submit all necessary paperwork to Director of Production and Operations;
- Create, establish, and communicate schedules for Prop Shop; communicate schedules and goals with Department Heads and Production Management; Work with Director of Production and Operations to manage overtime;
- Consistently maintain and organize prop and furniture storage areas;
- Work with Technical Director to help maintain, inventory, and oversee materials kept in WTC's on-site carpentry shop;
- Manage show and department budgets as well as receipt tracking;
- Work with Production Management to ensure all shows are completed within deadlines

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- and budgets;
- Supervise Prop Shop staff;
- Collaborate with Technical Director and Paints Charge on construction schedules of certain items as needed;
- Communicate proactively with Scenic Designers, Stage Managers, Directors, and other production department heads to ensure safe and appropriate implementation of all prop elements to the satisfaction of WTC;
- Attend all scheduled production meetings, department head meetings, and designer runs;
- Manage show and department budgets including receipt tracking;
- Oversee safety and well-being of those working in prop shop and actively participate in and promote a culture of job safety in all work areas;
- Ensure that personnel are properly trained in operation 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 prop shop;
- Assist in the upkeep, cleanup, and maintenance of work areas and equipment;
- Provide support for special events or company projects as needed.

PREFERRED REQUIREMENTS:

- Mastery of prop and scenic prop construction and fabrication techniques, carpentry, upholstery, soft goods and crafts skills;
- Excellent inter-personal, organizational, collaborative, communication, and leadership skills;
- Interest in mentoring and training up-and-coming technicians;
- Ability to safely lift 50 lbs. with assistance;
- Proven ability to motivate, manage, educate, and coordinate staff members of varying proficiency levels;
- Demonstrated experience working on multiple productions within tight timelines and budgets;
- Valid driver's license with clean driving record;
- Ability to drive cargo vans and box trucks necessary;
- Demonstrated knowledge of industry and OSHA standard safety practices;
- Ensure proper maintenance and usage of all shop equipment and hand tools;
- 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 hireing@westontheater.org. Please put "Props Supervisor" in the subject line.