

South Coast Repertory
Job Posting

POSTED: 12/15/2020

JOB TITLE: ASSISTANT PROPS SUPERVISOR/ARTISAN

Position Starting: Early January 2020

Rate: \$18.75 per hour non-exempt (Based on Experience)

REPORTS TO: PROP SHOP SUPERVISOR

DUTIES AND RESPONSIBILITY:

- Work closely with the Properties Supervisor to provide and produce props.
- Participate in planning and supervising the build, maintenance, load in, changeover, and load outs for each show.
- Oversee care, use, and repair of shop tools and equipment.
- Safely maintain all prop work spaces, storage spaces & inventory to a high standard of cleanliness and organization.
- Coordinate prop rentals with clients.
- Responsible for most prop electrics, plumbing, and special effects.
- Oversee transport, set up, and removal of rehearsal props as necessary.
- Uphold the policies and procedures outlined in South Coast Repertory's Employee Handbook and Health and Safety Manual.
- Work weekends and evenings as required.
- Maintain a positive attitude.
- Additional duties as assigned.

QUALIFICATIONS:

- BA in theatrical construction or equivalent training.
- Experience working in a professional prop shop environment or equivalent.
- Strong prop artisan skills.
- Ability to read and understand drawings.
- Highly skilled in all aspects of prop maintenance, safety and procurement.
- Must be licensed to drive company vehicles and approved through SCR General Management.
- Ability to repeatedly lift, push, or maneuver up to 50-70 lbs either alone or with assistance.

This position is a seasonal non-exempt, overtime eligible position, with benefits that include vacation/sick pay, medical/dental/vision and 403.b retirement plan. South Coast Repertory is an equal opportunity employer that values diversity in all areas of its operation.

Interested candidates should send a cover letter, resume, 3 references to:
production@scr.org

Please indicate in the cover letter how you heard about this position. **NO PHONE CALLS**