

Lead Props Artisan

Department	Production	Status	Full-Time/Seasonal (48-50 weeks per year), Non-Exempt
Supervisor	Prop Shop Manager	Location	Seattle, WA (Onsite)

SUMMARY

ACT Theatre has an exciting opening for a Lead Props Artisan! ACT is where artistic ambition and civic engagement unite. As the voice of the Pacific Northwest, our commitment to New Works by local playwrights brings Seattle’s voice beyond our stages, and into the national conversation. ACT strives to be a meaningful place to work.

The Lead Props Artisan reports directly to the Prop Shop Manager and lead by the Head Props Artisan in assisting the safe and efficient production, installation and striking of props for all ACT rehearsals and productions. The Lead Prop Artisan assists the Head Props Artisan and use their skills in carpentry, metalworking, soft goods, safety and or/other skills in the research, construction and execution of props for all ACT rehearsals and productions. This position operates under the terms of a collective bargaining agreement with IATSE Local #15.

The hourly pay for this position is \$31.21 per hour. Benefits include health insurance, pension, paid sick, vacation, and holidays, per the IATSE Local 15 Collective Bargaining Agreement. Additional benefits include access to \$5 downtown parking, commuter benefit, Seattle Paid Sick & Safe Time, and complimentary tickets to ACT productions.

Please apply with your resume at work@acttheatre.org. To request accommodations for the application process, contact work@acttheatre.org.

ESSENTIAL DUTIES

- Create, fabricate, and modify all rehearsal and performance props, special effects and set dressing as designated by the Prop Dept Manager and Head Props Artisan to appropriately and effectively convey the Design Team’s vision
- Consistently ensure the functionality, durability, and safety standards for all props in both rehearsal and performance
- Exhibit a high level of familiarity with design concepts and construction drawings
- Determine appropriate building processes to ensure efficiency, including accurate time estimates and materials
- Maintain a high level of craftsmanship and artistic excellence while working within deadline and budget
- Efficiently transport prop items and materials between the prop shop, storage areas, rehearsal room and theater spaces
- Develop and effectively use knowledge of ACT’s prop stock and storage areas for the pulling and correct restocking of props
- Participate in proactive maintenance, cleaning, and organization of the shops, storage, tools, and equipment to ensure a clean and safe environment

- Participate in intentional learning efforts, including events relating to understanding institutional racism, building cultural competency, and exhibiting a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging
- Other duties as assigned

QUALIFICATIONS/SKILLS

- 3 years+ minimum experience in a Prop Shop or similar construction and fabrication experience
- Demonstrated knowledge of various construction techniques and ability to work in many mediums including wood, metal, plastics, foam, and fabrics
- Essential skills in a variety of areas with proven expertise in at least 2 of the areas below and working knowledge of all others including:
 - Woodworking, welding/metalworking, soft goods and upholstery, crafting (sculpting foam, fake food, puppetry, stage tricks, etc.)
- Proven expertise or working knowledge of the following:
 - Mig welder, domestic and industrial sewing machines, table saw, miter saw, band saw, jig saw, circular saw, routers, drill press, drills, grinders and pneumatic tools, and standard hand tools normally associated with a prop shop
- Ability to work independently and collaboratively with members of the props department, including any overhires, and other departments to ensure proper development, completion, and installation of props
- Ability to work well under pressure and respond calmly and efficiently to notes generated during the production, rehearsal, and tech process
- Familiarity with food safety for producing consumable prop items
- Ability to create props from a variety of communication styles and stakeholders, including detailed or rough drawings, written and/or verbal instructions and visual images
- Driven to collaborate to achieve common goals, flexible, problem-solver, detail-oriented, support driven, work independently on multiple projects at a time
- Highly committed to upholding an inclusive environment that is welcoming and accessible to all
- Excellent organizational, written and verbal communication skills, such as active listening skills and openness to input and feedback
- Proficient with Microsoft Office Suite, inter-organization communication and data management tools such as Slack, SharePoint
- Skills in Photoshop, floral arranging, molding, and casting, special effects, and various crafts
- Valid driver's license to operate ACT's work vehicle
- Ability to work flexible hours, including evening and weekends
- Ability to pass a background check conducted following Fair Chance Employment legal standards

CORE COMPETENCIES

Quality and customer focus: Continuously looking for ways to simplify and improve work processes to achieve better results. Determining the real needs of internal and external stakeholders by asking the right questions, listening, and confirming before acting. Following through on commitments made to colleagues. Thinking of creative ideas and innovative actions. Adapting approach to be appropriate for each situation.



A Contemporary Theatre – Job Description

Managing Work: Understanding and supporting the organization’s vision, purpose, and strategies. Developing plans for accomplishing objectives; monitoring status. Considering a wide range of alternatives before choosing the best way to accomplish an objective. Anticipating problems and taking action to prevent them or minimize their impact. Keeping up to date on field specific knowledge. Adapting approach to be appropriate for each situation.

Communicating: Communicating effectively with people at all levels in the organization. Contributing to an enthusiastic, creative, and safe work climate.

PHYSICAL SKILLS/WORK ENVIRONMENT

Performing the duties of this job requires sitting, standing, walking stairs and ramps. This position requires being very comfortable working at heights, both in lifts and on ladders, including extension ladders. Will be required to lift materials and equipment weighing 75 pounds or more, alone or with assistance. Ability to sit, stand, walk, and kneel for extended periods of time. Ability to use a computer and device to navigate programs such as Outlook and Slack. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Work spaces include a variety of environments typical in a theatrical setting. Such as rehearsal rooms, stages, administrative office spaces, and public spaces including occasional exposure to fog, haze strobes and other effects. Primary workspace is a shop setting with typical noise and dust conditions.

DISCLAIMER

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All ACT employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

SIGNED

I verify receipt and understanding of this job description.

Employee Name

Date

Signature