



Head of Props

Term of Employment: May 13 – July 15, 2019

Pay Rate: \$745 per week

Reports to: Production Manager

The Thousand Islands Playhouse (TIP) is one of the top summer theatre companies in the province and the largest theatre company between Ottawa, Montreal, and Toronto. It produces a jam-packed season with eight productions, a music series, and a travelling young company.

The Head of Props will be responsible for providing rehearsal props, show props, and set dressing for all TIP productions plus supervision of the props for the visiting shows. Working with the show designers, the Head of Props will provide all props necessary to make the show function and run to its maximum success. This is a buyer/ builder position.

KEY RESPONSIBILITIES

- Organizing and maintaining Props Shop supplies and materials, and the safe working state and general cleanliness of the Props Shop
- Building and technical designing of props
- Being aware of the environmental impact of props processes
- Maintaining and balancing props budgets
- Maintaining props stock and storage spaces
- All rentals/ loans of props to our community partners
- Attending all production and staff meetings as required
- Assisting other production departments with advice and technical aid as needs arise
- On occasion, train and/or lead a production assistant and/or volunteers

QUALIFICATIONS

- Experience working in props department for professional theatre company
- Degree or educational equivalent in technical theatre and/or drama (not necessary but beneficial)
- Class 1 Driver's License
- Personal Vehicle an asset
- Working at Heights Training
- Experience working with wide array of materials and craft supplies

TO APPLY

Please send your resume and cover letter by **Wednesday, April 3, 2019** to Brian Frommer, Production Manager at brian@1000islandsplayhouse.com