



CANADA'S
DOCKSIDE
THEATRE

HEAD OF PROPS

Full Time Contract Position

We invite you to join the vibrant staff community of the Thousand Islands Playhouse, beginning March 3rd, 2025 and ending October 12th, 2025.

About the Thousand Islands Playhouse:

The Thousand Islands Playhouse (TIP) is one of the top theatre companies in Ontario and the largest between Ottawa, Montreal, and Toronto. It welcomes over 45,000 patrons every summer and fall with a season running from May – November. The 2025 season will comprise of 7 mainstage productions, a series of education and engagement activities, partnerships with St Lawrence College and Upper Canada District School Board, and much more.

At TIP, we put people at centre stage. We believe that by shining a light on every person and their story, we will build an empathetic community with a broad worldview. We strive to nurture creative collaboration, foster engagement with the arts, and provide a fun and welcoming environment for all who come to visit us, Dockside.

The Head of Props will be responsible for the safe and efficient construction and purchase of all properties, dressing and furniture pieces specified by the designer in consultation with the Production Manager (PM) and Technical Director (TD).

Major Duties and Responsibilities:

- Responsible for the construction, sourcing, installation, maintenance and strike of all props for each of TIP's productions. Projects may include carving, sculpting, metal work, upholstery, graphics, woodworking, sewing, painting, and more;
- Maintaining a high standard of production quality and shop safety at all times;
- Organizing and maintaining the Props Shop, storage spaces and materials, and ensuring the safe working state and general upkeep of all Props areas;
- Working collaboratively with Creative and Stage Management Teams, as well as other production staff as required, providing assistance and/or guidance where possible;
- Attending all production and staff meetings, as required.

Qualifications/Skills/Experience:

- Props experience in a professional shop or theatre environment;
- A problem solver, creative thinker, and great team player with a passion for theatre;
- A broad working knowledge of props construction techniques;
- Ability to work independently, as well as a team member and leader;

Thousand Islands Playhouse

Managing Artistic Director, Brett Christopher

185 South St. Gananoque ON K7K 1G1

Admin: 613-382-7086 Box Office: 613-382-7020

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- Excellent organization, self-motivation, communication and time management skills;
- Ability to work effectively in a team environment with tight deadlines;
- Experience in the safe use of carpentry, props, and wardrobe tools and machinery;
- Ability to interpret designs and construction drawings/schematics;
- Comfort working on ladders (A-frame and Extension);
- Working knowledge of Health and Safety policies as they pertain to theatre;
- Completion of a post-secondary program in technical theatre is an asset;
- Proficiency in a graphics software such as Photoshop is an asset;
- Ability to lift 50 lbs;
- Valid G-Class Driver's License is an asset;
- First Aid and Working at Heights certifications are required (TIP can assist if necessary).

Compensation: \$950/week + 4% vacation pay

Please email your resume and cover letter to Adair@1000islandsplayhouse.com and indicate Head of Props - 2025 in the subject line. Review of applications will begin immediately and this position will remain open until filled.

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