



## HEAD OF PROPS

**Contracted Dates:** 22 week contract from April 25 – September 30

**Salary:** \$ 795 per week, paid bi-weekly, 44 hours / week

**Travel allowance:** \$150

**Company COVID protocols will be enforced**

**Reports to:** Production Manager

**Hours:** Full-time (44 hours); some nights and weekends

### ABOUT THE THOUSAND ISLANDS PLAYHOUSE

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. The company produces an 8-show season, a music series, and a travelling youth theatre company.

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 POSITION

This full-time, seasonal opportunity is ideal for someone who has skills in props building, sourcing, and associated techniques and practices with a background in professional theatre. The Head of Props has responsibility for supplying rehearsal and finalized versions of all furniture, hand props, and running props for our productions, making good use of resources. Key to this is a strong work ethic centered on excellent organizational skills and the ability to develop and maintain positive, collaborative relationships and communications with all parties (production staff, creative team, facility staff), as well as administrative staff, and the public. Reporting to the Production Manager and working closely with the Technical Director, a successful applicant has responsibility in the following areas:

### KEY RESULTS & RESPONSIBILITIES

- Responsible for the construction, sourcing, purchasing, and maintenance of all prop elements;
- Maintains the highest standards of production quality, safety and artistry;
- Maintains a clean, organized and safe workshop, tools and storage areas;
- Ability to liaise with Stage Management and designers to support rehearsal prop requests;
- Works with the Technical Director and show designers to build elements as accurately as possible with available resources;
- Researches, orders, and as needed, shops for props and building materials;
- Attends production meetings, staff meetings, technical rehearsals, and note sessions as scheduled;
- Assists the Scenic Paint, Carpentry and other departments as needed;
- Assists the Technical Director and Production Manager with the planning and organization of all Properties leading up to tours and co-productions;
- Other related duties as required.

### KNOWLEDGE & SKILLS

- 3-5 years experience as a props builder in theatre or in other settings;

Thousand Islands Foundation For The Performing Arts  
Managing Artistic Director: Brett Christopher  
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Administration: 613-382-7086 | Box Office: 613-382-7020  
[1000islandsplayhouse.com](http://1000islandsplayhouse.com)



- Broad working knowledge of theatrical props construction, including sewing/upholstery, carpentry, welding, electrical wiring, drafting, painting, casting, molding, and sculpting;
- Able to work well both independently and collaboratively within a team;
- Excellent organizational, time-management and communication skills;
- Able to follow organizational safety policies, including working with hazardous materials, power tools, COVID safety practices
- Formal training in technical theatre, properties construction, or related skills, an asset
- Experience with image editing (Photoshop, Affinity, or similar) and Microsoft Office an asset
- A valid Driver's License

#### **HOW TO APPLY**

The Thousand Islands Playhouse is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we welcome and encourage submissions from individuals, with proper credentials, of all genders, cultures, ethnicities, gender identities, sexual orientations, and abilities. TIP is committed to providing accommodations for persons with disabilities in all parts of the hiring process. TIP invites candidates who may require assistance during the application/ hiring process, to let us know and we will work with them to meet their needs.

TIP thanks all candidates for their interest, however we will only contact those selected for interviews.

**Please email a letter of interest and resume to Dirk Ave, Interim Production Manager at [dirk@1000islandsplayhouse.com](mailto:dirk@1000islandsplayhouse.com) by January 31, 2022.**