

Skylight Music Theatre
Props and Paint Supervisor

Skylight Music theatre is currently seeking a Props and Paint supervisor for the 24/25 season.

Contract start date on or around August 26,2024 with an end date of May 11, 2025.

This is a Seasonal nonexempt position with the opportunity for paid OT when approved by the Director of Production or Artistic Director. Pay is DOE starting at \$18.75/hr. (\$750/week) with the option for some employer paid benefits.

Please email Cover letter and Resume to:

Matt Curtis

Director of Production

matthewc@skylightmusictheatre.org

An Ideal candidate would have the following experience, skills, and attitude:

1. 1-2 years' experience with props construction and set painting.
2. Experience with and working knowledge of industry standards for props construction and painting techniques.
3. Professional experience working with hand and power tools and knowledge of safe operating practices.
4. Ability to work closely with people in a professional and positive manner.
5. Proven leadership skills, ability to lead small teams to a successful and productive work environment.
6. Ability to work closely and creatively with design teams, directors, and other members of the SMT staff.
7. Proficiency with computers and standard office suite, ability to generate and maintain professional level paperwork and tracking for each production.
8. Ability to multitask while maintaining productivity.
9. Ability to remain levelheaded in high-stress environments.
10. Able to troubleshoot under pressure and remain composed.
11. Able to work independently, with limited oversight, and hit deadlines.

POSITION DESCRIPTION:

- Provide skilled work in props construction for Skylight's 2024-2025 Season while managing on and off-site props warehouse and shops.
- Supervise and coordinate the safe load-in and load-out processes for all productions.
- Lead paint over hire crews in any set or props painting projects that cannot be completed by the Props supervisor or Head Carpenter/Props construction manager.

RESPONSIBILITIES:

- As the lead props artisan, you will facilitate all properties needs for the season. Construct or adapt from stock all properties elements for each production and ensure the safe and timely completion and installation of those elements.

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- Lead in maintaining a safe, clean workplace in all production areas, including the stage. Perform regular inspection of tools, machinery, stage, and facilities.
- Perform regular check of inventory and supplies.
- Lead in properties load-in all productions in the season assuring adherence to Skylight safety and procedure policies.
- Facilitate properties rentals in conjunction with the Director of Production and Facilities and/or Assistant Director of Production and Facilities.
- Maintain all properties elements of the production throughout the performance run.
- Lead in maintaining the Stewart Street warehouse and other stock.
- Attend all appropriate show production meetings, weekly staff meetings, and other meetings as requested.
- Plan and facilitate all painting projects for each production.
- If requested, when schedule allows, help as labor for other production departments for Skylight events in the Cabot Theatre.
- Working with production management, and other department supervisors, create an appropriate schedule for the Swing Technician to best utilize their skills, and help all production departments stay on schedule for the season.
- Other duties as assigned by the Director of Production and Facilities.