

**FUNCTION:**

- Assist in the creation, purchasing and rental of all properties elements needed for Skylight Music Theatre's 2021-2022 Season and Broadway Theatre Center events.
- Salary: **\$686 per week; Exempt, Benefit Eligible position**
- Dates: **Immediate to early June 2022**

**RESPONSIBILITIES:**

1. Perform properties construction duties as assigned by the Properties Manager. Construct or adapt from stock all properties elements for each production and assist in ensuring the safe and timely completion and installation of those elements.
2. Assist in maintaining a safe, clean workplace in all production areas, including the stage. Perform regular inspection of tools, machinery, stage and facilities. Notify the Properties Manager and/or appropriate supervisor of any problems discovered.
3. Perform regular check of inventory and supplies and report any supply shortages to the Properties Manager.
4. Assist in properties load-in all productions in the season assuring adherence to Skylight safety and procedure policies.
5. Maintain all properties elements of the production throughout the performance run as directed by Properties Manager.
6. Assist in maintaining the Stewart Street warehouse and other stock.
7. Attend weekly staff meetings, and other meetings as requested.
8. Other duties as assigned by Properties Master or Technical Director. Run crew duties are a possibility.

**SKILLS AND TRAINING:**

1. Must have BA or BFA in Theatre or comparable professional experience with training in technical theatre production including set and prop construction.
2. Working knowledge of a variety of construction methods, materials and techniques including wood, fabric, metal, and plastics.
3. Comprehensive training in the safe operation of stationary and portable power tools, hand tools, stage rigging and equipment.

**PHYSICAL REQUIREMENTS:**

1. Must be able to carry 75 pounds.
2. Must be able to climb and work from ladders.
3. Must have the vision and dexterity to safely operate stationary and portable power tools, hand tools, stage rigging and equipment.



Position Description:  
**Lead Properties Artisan**

**APPLY:**

- Interested and qualified candidates should send a cover letter and resume to Joel Kipper, Director of Production & Facilities [JoelK@SkylightMusicTheatre.org](mailto:JoelK@SkylightMusicTheatre.org).
- Skylight Music Theatre is an Equal Opportunity Employer and encourages a diverse workforce. All gender and ethnic identities are encouraged to apply.

*Revised: November 30th, 2021 by Director of Production and Facilities Joel Kipper*