



JOB DESCRIPTION/SCOPE OF WORK

KIDDSTUFF Props Fellow

Immediate Supervisor(s):	Production Manager
Schedule:	TBD
Salary:	\$600/week (40 hours)
Housing (if needed):	Information available upon request
Start Date:	July 1
End Date:	August 2

STATEMENT OF JOB:

The KIDDSTUFF Props Fellow is responsible for the timely completion of all properties construction and procurement for the KIDDSTUFF productions.

JOB DUTIES:

GENERAL RESPONSIBILITIES:

- Reporting to work on time, prepared to work
- Completing assigned daily tasks
- Follow and practice safe work methods and safety procedures
- Follow procedures and policies in the Seasonal Employee Handbook

SPECIFIC RESPONSIBILITIES:

- Work in conjunction with the KIDDSTUFF team to organize, run, and maintain the properties shop during the build, load-in, and strike of productions.
- Maintain equipment, supplies, and stock items as well as the day-to-day maintenance of the prop shop, prop storage, and its equipment.
- Assigning of tasks and projects as necessary to complete show or rehearsal needs.
- Attend technical rehearsals, production meetings or other appointments as a representative of the Properties Department
- Construction, painting, acquiring, and finishing of all properties as needed, including hand props, furniture, furnishings, and set decorations for all productions.
- Repairing, upholstering, and refinishing of properties borrowed, purchased, or constructed for productions, as well as assisting the Properties Master in the research of props for individual productions.
- Pulling of properties from stock as needed for productions and rehearsal; as well as transporting props to and from the theatre and rehearsals.
- Assist in maintaining open communications within the prop shop as well as with other theatre departments.
- Act in concert with the theatre's safety policies.
- Attend KIDDSTUFF Design Meetings and Production Meetings as appropriate.
- Approach and carry out duties, as designated above, with a positive attitude.
- Additional duties as assigned.

REQUIREMENTS:

- Outdoor Theatre experience (preferred)
- Summer theatre experience (preferred)
- The Physical Requirements include: routine lifting of 30 to 50 lbs, occasional work on ladders, catwalks, scissor lifts, and other personnel elevation devices

- Valid driver's license with vehicle
- Basic sculpting and scenic/prop painting experience.
- Working knowledge of Microsoft Office & Photoshop.
- Excellent organization and research skills.
- Excellent time/resource management skills.
- Capacity to solve problems and engage in creative thinking about challenges; Ability to brainstorm ideas in a group setting.
- Well-developed communication skills.
- Maturity and understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills.
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment.
- Ability to manage an irregular schedule

