**ASSISTANT PROPS MANAGER**

**POSITION SUMMARY**

- **Salary:** $750 - $770 weekly with benefits
- **Location:** Hartford, CT (in person)
- **Supervisory role:** No
- **Department:** Production: Props
- **Reports to:** Props Manager
- **Status:** Full-time seasonal, non-exempt (40 hours/week)
- **Benefits:** Yes

**Who we are**

Over the last year, we closed our theater doors to in-person performances, just like many others across the globe. We paused and used the time to listen, deliberate, and reflect. We looked at ourselves, and we looked at our home city—one that is mixed across differences such as race, language, sexual orientation, gender identity, and more. At our core, we became consciously aware that we do not reflect the breadth and beauty of diversity the way we could and should.

As we open our doors once again, we at Hartford Stage are seizing the moment now and taking intentional, deliberate actions to truly become Hartford’s *stage*.

**Who we’re looking for**

Maybe you’ve worked in engineering, teaching, hospitality, carpentry, or IT. Maybe you were a bartender, a ride-share driver, a nurse, or an HR manager. Maybe you’ve been looking for a different place with new scenes and fresh lighting for a while, or maybe theater has been your life for a long time, and you can’t wait to get back. This role could be that opportunity.

**The position we’re filling**

As the *assistant props manager*, you will help tell the story of each play through props. You are exceptionally detailed with skills in an array of techniques and mediums that add to the effectiveness of storytelling. You have a knack for quickly switching from task to task and material to material. You understand the connection between what you do and the effectiveness of the performers onstage. You are an essential support to the props manager in fabricating, sourcing, and altering props. You bring with you knowledge of the eras, artistic styles, and your own unique craftsmanship.

**What you’ll be doing**

- Determining the techniques and approaches (fabrication, locating, purchasing) needed to achieve the finished properties for a specific production design, under the supervision of the stage props manager
- Preparing samples, sketches, and research as needed to achieve specific prop requirements
- Consulting with the stage props manager to estimate supplies and materials for specific projects
- Fabricating all props and effects as assigned by the stage props manager
- Assisting in the budgeting, budget tracking and materials estimates for all projects
- Assisting in the creation of construction documents and archival documentation
- Assisting in the maintenance of production props and in responding to necessary changes from rehearsal notes
- Assisting in the improvement, maintenance, and cleanliness of the prop shop and off-site storage facilities
• Assisting in the transportation of props to and from off-site storage facilities to Hartford Stage venues
• Assisting with all load-ins and strikes
• Attending previews and production meetings as needed

**What you bring**

Excellence in:

• Working collaboratively and inclusively, mindful that we each bring our own unique styles, thinking, cultures, and talents to the team
• Creative problem-solving
• Adaptability—flexibility under pressure
• Time management, prioritization, and attention to detail
• Project coordination of multiple concurrent deliverables with competing and unpredictable schedules
• Verbal and written communication and interpersonal skills
• Working with many mediums including wood, metal, plastic, fabric, paper, paint, etc. and knowledge of the proper use of all major tools and safety techniques
• Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on department activities

**Bonus points:**

• Multilingual

A valid driver’s license and the ability to climb and work from a ladder are required.

**What we bring**

• A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
• An invitation to contribute to a team of talented and collaborative individuals committed to a Tony award-winning legacy
• A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
• A once-in-a-career opportunity to make an impact in the field and in the Hartford community

**A place where everyone belongs**

Since the shutdown—under new artistic and executive leadership—our team has been actively engaged in reducing bias in all we do, and in the way we think about and practice equity, diversity, and inclusion—from drafting job postings to the performances we bring to our stage. It all begins with a workplace where every voice is heard, where every person is seen—a place where everyone belongs.

We look forward to welcoming you into the conversation. All are encouraged to apply.

Please email your letter of interest and most current resume to HR@hartfordstage.org.