



Join us at the Guthrie.

GUTHRIE THEATER JOB POSTING

Master Props Craftsperson

Reports to: **Head of Props**

Compensation: **\$30.33 per hour plus benefits**

This position is covered by a collective bargaining agreement with IATSE Local 13

THE ORGANIZATION

The Guthrie Theater engages exceptional theater artists in the exploration of both classic and contemporary plays connecting the community we serve to one another and to the world. Through its extraordinary artists, staff and facility, the Guthrie is committed to the people of Minnesota, and from its place, rooted deeply in the Twin Cities, influences the field as a leading 21st century arts organization.

Every year more than 500 people, both on stage and off, help ensure our success in creating and supporting the highest level of theater. As an organization, we are committed to our values of Artistic Excellence; Community; Equity, Diversity, and Inclusion; and Fiscal Responsibility.

LAND ACKNOWLEDGMENT

The Guthrie Theater would like to acknowledge that we gather on the traditional land of the Dakota People and honor with gratitude the land itself and the people who have stewarded it throughout the generations, including the Ojibwe and other Indigenous nations.

THE POSITION

The Master Props Craftsperson is responsible for fabricating and modifying props and set dressing for all Guthrie Theater productions; and providing assistance to the Head of Props with the day-to-day operations of the Prop Department. Support Head of Props/Associate Head of Props in leading prop staff and overhire so props are completed in a timely, safe, and well-executed manner. Interpret technical plans, pictures, and verbal ideas to produce functional props and set dressing. Oversee the organization, maintenance, and upkeep of the shop and warehouse to provide a safe and efficient work environment. All employees are expected to center, model and champion the Guthrie's core values of Artistic Excellence; Community; Equity, Diversity, and Inclusion; and Fiscal Responsibility.

This position is full-time, non-exempt and benefits-eligible. Compensation is \$30.33 per hour plus benefits. This position is covered by a collective bargaining agreement with IATSE Local 13. The typical schedule for this role will vary based on the dynamic schedule of a theater. Works 8-hour shifts, Monday – Friday 8:00 a.m. – 4:30 p.m. This position works 40 hours per week and is guaranteed a minimum of 44 work weeks per fiscal year.

The Guthrie is dedicated to building an equitable environment that is mixed across lines of difference and strongly encourages applications from Black, Indigenous, People of Color, women, transgender, and non-binary candidates. This position will remain open until filled and until a diverse and qualified pool of candidates is identified. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Engineer and Construct Props

- Build, create, modify, and install props, special effects and set dressing to convey the designer's vision, meet the functional requirements of the play and ensure durability and safety standards.

- Provide technical assistance and offer solutions to address issues of safety, function, aesthetics, and fabrication methods.
- Coordinate with other production departments to develop plans for the efficient integration of prop elements.
- Determine effective building processes including accurate time estimates and materials needed.
- Communicate as needed with Stage Management, Designers, Directors and across other production departments to evaluate use and function of Props.

2. Lead

- Take an active leadership role in setting and maintaining the levels of production craftsmanship and artistic excellence.
- Monitor and lead other artisan's work when directed by the Head of Props/Associate Head of Props to accomplish the goals of the show and guide shop workflow.
- Advise and assist other prop shop staff when requested.
- Become familiar with script, design concepts and construction drawings to address questions from staff and overhires.
- Ensure information and materials are available to complete all shop projects in a timely and accurate manner.

3. Maintenance of Spaces and Supplies

- Organize and direct the weekly and seasonal maintenance and cleaning of the shop. Monitor and participate in this regular practice.
- Maintain appropriate inventory levels of stock shop materials and supplies.
- Restore props to the proper location when no longer in use.
- Transport stock items and materials between storage areas and theater spaces.
- Communicate problems and unsafe conditions to appropriate person(s).
- Maintain safe and operable shop tools, notifying Head of Props/Associate Head of Props as needed.

ESSENTIAL KNOWLEDGE AND QUALIFICATIONS

- Demonstration of experience in props or a combination of equivalent experience and training.
- Demonstrated leadership experience on build and installation projects.
- Knowledge of advanced construction techniques, tools, and materials to produce functional, durable props and set dressing.
- Advanced skills in sewing and upholstery necessary.
- Additional skills in a variety of areas including, but not limited to woodworking, welding, metalworking, casting, electronics, Photoshop, special effects, and crafts.
- Knowledge of period styles, theatrical terms, and practices to develop accurate and precise props and set dressing.
- Experience creating working props from written and verbal information as well as visual images.
- Skilled in producing accurate working drawings and/or templates to achieve design concepts.
- Skill and experience in creative problem solving to meet the artistic needs of the show within time and financial requirements.
- Flexibility to work well under pressure and respond calmly and efficiently to frequent changes during the production and rehearsal process.
- Experience working on multiple projects simultaneously and organizing time to meet deadlines.
- Skill in working both independently and collaboratively with members of the prop department and other departments to ensure proper development, completion, and installation of props.
- Knowledge of safety procedures to maintain a safe working environment.
- Skill in repair and maintenance of standard shop equipment.
- Skill using a computer and other technical resources to effectively accomplish work.
- Ability to lift and carry up to 50lb objects alone, or heavier objects with assistance.
- Ability to work while standing for many hours a day.
- Experience researching for special projects.
- Forklift experience preferred.
- Strong commitment to safety and ergonomics in the workplace.
- Experience, ability, and commitment to working with individuals and teams that are mixed across lines of difference such as race, gender-identity, sexual orientation, religion, ability, age, class, and immigrant status.

THE LOCATION

The Guthrie Theater is located in the historic Mill District along the Mississippi River in Minneapolis, Minnesota. As the largest city in the state, Minneapolis offers a large variety of parks, lakes, great food, festivals, malls and more.

WHY SHOULD I APPLY?

Be a part of a leading non-profit organization that is committed to serving not only the local Twin Cities community but the industry as a whole. In addition to a competitive pay rate, the Guthrie offers top-notch employee benefits and staff perks.

The infographic is a teal-colored rectangular box containing six categories of benefits and perks, each with a red icon and a list of details. The categories are: Competitive Benefits (with a first aid kit icon), Paid Time Off (with a clock icon), Complimentary Tickets (with a ticket icon), Discounted Tickets (with a ticket icon), Transportation (with a bus icon), and Classes and Camps (with a smiling face icon). A separate section on the right, titled 'Other Employee Perks', lists additional benefits like a wellness program and restaurant discounts.

- Competitive Benefits**
 - Health insurance
 - HSA & dependent care options
 - Dental & vision
 - Flexible Spending Account
 - Life Insurance
 - Long Term Disability
 - Short Term Disability
 - Employee Assistance Program
 - 403(b) with employer match up to 4.5% after one year of service
- Transportation**
 - Subsidized passes for Metro Transit buses and trains
 - Discounted pre-tax monthly ramp parking
 - Discounted bike locker rental
 - Discounted Nice Ride annual membership
- Paid Time Off**
- Complimentary Tickets**
 - To Guthrie productions
- Discounted Tickets**
 - To all shows produced by the Guthrie
 - To some performances hosted by the Guthrie
- Classes and Camps**
 - Discounts to Guthrie classes and camps
- Other Employee Perks**
 - Wellness Program
 - Guthrie Store discount
 - Costume Rentals discount
 - Admission to opening night parties
 - Affinity Groups
 - Discounted Level Five Café and Express dining
 - Frequent Sea Change restaurant discounts

A NOTE FROM HUMAN RESOURCES

For the safety of our guests and staff, the Guthrie Theater requires employees to be fully vaccinated against COVID-19. Documentation of vaccination status must be provided if an offer of employment is made.

Applicants must submit a **resume** to be considered for the position.

Apply online here: <https://recruiting.ultipro.com/GUT1000/JobBoard/47c392e4-6d7f-1e47-226b-ee862ea48cfb/OpportunityDetail?opportunityId=1e9ce3cb-7446-455a-b209-d37782c44ea4>