



## ***Prop Craftsperson***

Reports to: ***Prop Manager***

### **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 our values of Artistic Excellence, Community, Equity, Diversity and Inclusion, and Fiscal Responsibility.

### **THE POSITION**

The Prop Craftsperson is responsible for fabricating and modifying props and set dressing for all Guthrie Theater productions to help create a powerful visual theatrical experience for the audience. Create, produce, and provide props and set dressing, and other craft projects that meet the needs of the show, designer, director, and actor. Assist in the maintenance and upkeep of the shop and storage areas to provide a safe and efficient work environment.

Compensation for this union position is full time, non-exempt (hourly), with an hourly rate of \$25.16/hour.

### **Job Highlights**

- Build, alter, pull, or modify props and set dressing to convey the look desired by the designer.
- Communicate with Prop Manager/Associate Prop Manager and Craftspeople to determine specifics on items to be procured and order/purchase materials needed to construct props.
- Communicate with Prop Manager and/or Associate Prop Manager to evaluate use and function of props.
- In conjunction with Prop Manager and/or Associate Prop Manager, determine an efficient building process and appropriate building materials and time estimates for assigned projects.
- Collaborate with other departments as directed by Prop Manager and/or Associate Prop Manager to develop plans that utilize their involvement in the completion of a prop.
- Maintain a clean work environment.
- Communicate problems and unsafe conditions to appropriate person(s).
- Assist in organizing the shop and storage areas.
- Assist in maintenance of shop tools and equipment.
- Restore props to the proper location when no longer in use.
- Other duties as assigned.

### **Qualifications**

- Four years of experience in a full-time theater, or a combination of equivalent experience and training.
- Knowledge of period styles to develop accurate types of props and set dressing.
- Knowledge of a variety of materials used in prop construction to produce functional, durable, useable props.
- Knowledge of various building techniques to produce functional, durable, useable props.
- Knowledge of theatrical terms and practices to communicate with others and ensure accurate and precise completion of props and set dressing.
- Skill and ability to translate verbal, written or drawn plans into working props.
- Skill and ability to use power and hand tools safely and properly to produce props, such as sculpting, mold-making, carpentry, welding, sewing and upholstery skills
- Ability to produce accurate working drawings, templates to achieve the design concept.
- Ability to manage time to complete projects by assigned deadline.
- Ability to work on multiple projects to meet production requirements.
- Ability to work collaboratively with members of the prop department and other departments to ensure proper development and completion of props.
- Ability to creatively solve problems to meet the needs of designers.
- Strong commitment to diversity and inclusion.
- Experience, ability and commitment to working with diverse groups in terms of gender expression, race, 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 (you betcha!) but the industry as a whole. Did we forget to mention the sidewalks in the sky, winter makes you stronger, and top-notch employee benefits?

## Top-Notch Benefits



### 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**

Applicants must submit the following to be considered for the position:

- Cover letter
- Resume
- References (3 total)

The Guthrie is dedicated to building a culturally diverse and equitable environment and strongly encourages applications from people of color and women. 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.

**Apply online here:** <https://recruiting.ultipro.com/GUT1000/JobBoard/47c392e4-6d7f-1e47-226b-ee862ea48cfb/OpportunityDetail?opportunityId=7eacd535-adf2-4339-9263-7d84655b165f>