



Shopper/Buyer

Reports to: ***Technical Director***

Classification: Union Seasonal Full-time, Covered by collective bargaining agreement with IATSE Local #13, Non-exempt

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.

THE POSITION

The Shopper/Buyer works with the Technical Director in researching and procurement of materials required for the execution of the scenic design. This position delivers materials and equipment to locations as needed; maintains inventory of shop supplies and materials; coordinates maintenance of tools, equipment, and vehicles; maintains records of purchases and provides accounting statements. Compensation for this union position is \$26.82 per hour, full time, non-exempt (hourly).

Job Highlights

- Purchase materials as required by production demands and scene/paint shop needs
- Research materials to determine the best price and availability options
- Purchase materials and equipment to keep the shop functioning efficiently
- Drive various company vehicles as needed
- Maintain tool and material inventory system
- Prepare weekly and monthly budget statements
- Record material use on a weekly basis to ensure accuracy of reported stock levels
- Coordinate maintenance of shop and stage equipment
- Provide accounting documentation for scene shop budgets including tools, supplies and individual production scenic material accounts
- Other duties as needed or assigned

Qualifications

The Shopper/Buyer must embrace the Guthrie's commitment to Equity, Diversity and Inclusion. They will be an internal advocate for the scene shops' growth and development of equity, diversity and inclusion; modeling inclusive behavior; interrupting behaviors that hinder our diversity and inclusion efforts; demonstrating ability to foster respectful

relationships with all staff members; particularly those of marginalized groups including, but not limited to, race, ethnicity, gender, nationality, sexual orientation, religion, language, ability and socioeconomic status.

A minimum of two years of related experience is required.

- Valid driver's license
- Forklift training preferred
- Skill in multitasking
- Maintaining and improving organizational systems
- Effective communication with phone, email, and person-to-person
- Basic Excel, Word, and accounting knowledge
- Basic skills and knowledge in carpentry
- Basic knowledge of welding and metal working is helpful
- Basic knowledge of theatrical rigging is helpful
- Physical ability to lift and hold 25lbs.
- Ability to creatively solve problems
 - This relates especially to the research and procurement of materials, as we often use materials in non-traditional ways. This position requires an ability to think outside the box – an ability to look at materials not as they were intended but as what qualities they may have that would address our needs.
- Ability to work independently and take initiative when necessary
- Strong commitment to diversity and inclusion
- 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=f79d8fe5-45d8-4ec3-903c-2d771482b08f>