

CAL SHAKES

Position Description
Properties Artisan
Seasonal/ Full-Time/Non-Exempt position

The Opportunity

Cal Shakes is hiring a Properties Artisan, a valuable member of a creative and dynamic Production Department. The Props Artisan reports to the Props Master, and is charged primarily with building, fabricating, and executing properties requirements for the Theater's Main Stage season. The Props Artisan also offers occasional support as requested for projects in other departments at Cal Shakes. This is an exacting and rewarding position. We are looking for a person who likes to work outdoors, a team collaborator that aspires to be a part of the creation of great theater.

The Organization

Cal Shakes is an award-winning, nationally recognized regional theater, with offices in Berkeley, an outdoor main stage performance venue in Orinda, and community programs throughout the Bay Area. Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area.

California Shakespeare Theater has an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

Our Mission

Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

Qualifications

You are an ideal candidate if you:

- Share with us a respect for diverse backgrounds and voices and a commitment to inclusion and equity
- Enjoy working in a diverse, creative, collaborative and fast-paced environment
- Have a minimum of two years' experience in theatrical props or equivalent experience with creative problem solving in an artistic environment.
- Have solid written and verbal communication skills
- Have strong shop and fabrication skills including carpentry, welding, sewing, upholstery, shopping, crafts and painting.
- Have effective team building skills, experience overseeing employees and a willingness to train interns.
- Have the ability to navigate smoothly high pressure situations
- Have a valid driver's license
- Ability to lift 50 pounds
- Have good time management & punctuality
- Can demonstrate expertise in prop-related technology and familiarity with standard office and design tools such as Vectorworks, Excel, Budgeting, Photoshop, etc.
- Previous outdoor theater experience is a plus!

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Essential Duties and Responsibilities:

Fulfillment of these responsibilities is accomplished in the following ways:

Sourcing, Preparing, and Creating Props for the four Mainstage shows:

- Aiding the Props Master with all prop-related purchases, construction, alterations, and rentals
- Training and supervising personnel. This includes helping recruit available over hire labor and interns and cultivating relationships with artists and craftspeople with potentially beneficial skills.
- Adhering to departmental budgets in accordance with the Props Master's direction
- Helping to supply rehearsal properties as requested by Stage Management, and working to keep the lines of communication open and functioning between the Stage management team and the prop shop
- Coordinating and performing all load in, notes, and strike calls while prioritizing safe practices in an outdoor environment
- Working with the Props Master to communicate all Props Department's needs, activities, and resources to appropriate parties including the designers, director, and theatre staff in a timely manner.

Maintenance of current Prop stock & Administrative:

- Implementing and maintaining appropriate safety protocols in accordance with legal guidelines and company policy
- Maintaining the prop workshop and stock
- Creating and maintaining an accurate inventory of tools and materials.
- Providing props support for other theatre events and projects as requested
- Cultivating relationships with and support other Bay Area arts organizations and artists, working with the production manager and props master to provide rental of props when available.
- Other tasks as assigned.

Special Environmental Factors:

- Theater is open-air with extended standing and walking on uneven surfaces.
- Work at the theater includes exposure to sunlight, and hot and cold weather for extended periods of time.
- Variable schedule requires evening and weekend hours during load-ins and technical rehearsals.
- Some local travel between the scene shop in Berkeley and the theater in Orinda.

This position is available starting May 7th, 2018 through September 29th 2018.

Supervision: The Props Artisan reports to the Props Master and the Production Manager.

This is a Full-Time/Seasonal/Non-Exempt position. Application deadline February 1st, 2018.

Please submit cover letter, résumé and desired salary range to:

Jamila Cobham

Production Manager

California Shakespeare Theater

701 Heinz Avenue

Berkeley, CA 94710

Or email productionjobs@calshakes.org (with "Props Artisan Search" in the subject header)