

Properties Positions

Sacramento Theatre Company (STC) is seeking individuals with props experience to join our production team. The positions are full and part-time, beginning in September and running thru the end May. Relevant professional props experience, education, and a clear understanding of the theatre production and rehearsal processes is needed. To apply, please read the job description and follow the instructions listed below.

Typical Responsibilities:

- Read and respond to rehearsal reports
- Generate and distribute a properties list for each production
- Acquire, maintain, and properly strike props for each production in a timely fashion
- Track expenses and manage budgets throughout the season
- Care for workspaces, equipment, and act as a curator of the properties inventory
- Collaborate with set designer, director, stage management, and other production staff
- Attend production, design, department, and staff meetings
- Provide rehearsal and final show props by specified dates
- Provide research, design, and expertise on props related needs
- Maintain a schedule and working with staff to set appropriate and useful goals
- Inform and train other production and artistic staff on the use and care of props items
- Provide additional upkeep of props during the performance period as needed
- Maintain a safe and clean working environment and understand work hazards related to the job
- Other duties as necessary

Requirements:

- Relevant professional experience in properties
- Working knowledge of props construction, period/historical styles, and the design process
- Experience and knowledge of basic scheduling and budgeting
- Lift and move 40lbs
- Use step ladders and rolling stair ladders
- Have a valid driver's license

Please submit a resume with cover letter and references to production@sactheatre.org. Please specify if you are interested in full or part time work.

If interested, go to www.sactheatre.org for more information about STC as an organization.