



JOB DESCRIPTION

POSITION TITLE: Properties Carpenter

CREATED: March, 2019

SUPERVISOR'S TITLE: Properties Shop Manager

FLSA STATUS: Seasonal, Non-Exempt

ABOUT INDIANA REPERTORY THEATRE

The Indiana Repertory Theatre (IRT) was founded in 1972 and is the only theatre in Indiana to belong to the League of Resident Theatres (LORT). The IRT produces nine productions annually across three stages (the OneAmerica Mainstage, the Upperstage, and the Cabaret) and continues to produce work varying from world premieres to classics. The IRT serves audiences of multiple generations including students from pre-school through twelfth grade.

MISSION

Live theatre connects us to meaningful issues in our lives and has the power to shape the human experience. The mission of the Indiana Repertory Theatre is to produce top-quality, professional theatre and related activities, providing experiences that will engage, surprise, challenge, and entertain people throughout their lifetimes, helping us build a vital and vibrant community.

VISION

The Indiana Repertory Theatre will be a life-long destination of choice for an ever-expanding audience of all ages and backgrounds seeking enjoyable and meaningful experiences. Using theatre as a springboard for both personal reflection and community discussion, our productions and programs will inspire our neighbors to learn about themselves and others. As an arts leader in the state of Indiana, the IRT's goal is to make Indiana a dynamic home of cultural expression, economic vitality, and a diverse, informed, and engaged citizenry.

POSITION PURPOSE

The Properties Carpenter is a key member of the production team and assists the Props Shop in show and related projects to build and/or modify furniture, finish carpentry, etc. They will also assist in crafting or shopping for other props as needed.

POSITION FUNCTIONS AND RESPONSIBILITIES

PRIMARY RESPONSIBILITIES

- Assist Prop Shop staff in show and shop related projects and build and/or modify furniture, finish carpentry, etc.
- Assist in crafting or shopping for other props.
- Research and experiment with different materials and methods for properties creation.
- Assist in maintaining a clean and safe workplace and storage areas.
- Assist with prop rentals.
- Collaborate with other departments and staff for the betterment of the shop, show and theatre.
- Perform such tasks, services, duties, and responsibilities in accordance with IRT policies, rules, regulations, and instructions now in force, or which may be adopted from time to time, during Employee's employment at the IRT.

OTHER FUNCTIONS

- Other duties as determined by the Properties Shop Manger and Production Manager.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- Experience working with theatrical properties

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Extensive knowledge of theatrical props and special effects including (but not limited to) periods and styles.
- Proficiency operating a variety of wood and metal construction tools.
- Basic knowledge in furniture construction techniques.
- Ability to work in a team and maintain a positive attitude.
- Ability to collaborate with fellow staff and free-lance artists.
- MS Office Suite proficient
- Ability to interpret draftings, both hand and CAD, as well as create draftings as needed.

COMPENSATION

- \$13.00-\$14.00 per hour

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- This position must be able to communicate orally and by e-mail with creative team members.
- This position requires the ability to reposition and/or transport objects of 50 pounds.
- This position must be able to consistently position oneself in a stooping, kneeling, or crouching manner.
- This position occasionally ascends/descends ladders and personnel lifts.
- This position must be able to differentiate colors of varying hues, tints, and pigments.
- This position must be comfortable working in confined spaces
- This position often works for significant periods while standing.
- This position occasionally requires working in confined spaces.

TO APPLY

Please submit resume and cover letter to Brian S. Newman, Production Manager via email at productionjobs@irtlive.com and please include the words "Properties Search" in the subject line.