

Props and Production Associate

Position Overview

San Francisco Playhouse seeks a reliable and detail-oriented Part-Time Props & Production Associate to support the Props and Production departments. This role involves assisting with prop fabrication, maintenance, and organization, as well as providing general production support during rehearsals and performances. The ideal candidate will have a passion for theater, strong organizational skills, and the ability to work collaboratively in a fast-paced environment.

Job Type: Part-time, Hourly, Non-Exempt

Pay: \$22.00 - \$25.00 per hour

Schedule: 8-hour shift, 18 – 29 hours per week

Key Responsibilities

- Prop Fabrication & Maintenance: Assist in constructing, painting, and repairing props to meet artistic and safety standards.
- Inventory Management: Maintain an organized inventory of props, including tracking, storing, and cataloging items.
- Prop Preparation: Prepare and set up props for rehearsals and performances, ensuring timely availability and functionality.
- Production Support: Assist with general production tasks, including set-up and strike, during rehearsals and performances. Including but not limited to standing in as a crew understudy when crew members call in sick.
- Collaboration: Work closely with the Costume Director & Properties Coordinator, Director of Production, and other departments to ensure props align with the production's vision and requirements.

Qualifications

- Experience: Previous experience in props, carpentry, or related fields is preferred.
- Skills: Basic knowledge of prop construction techniques, painting, and maintenance.
- Attributes: Strong attention to detail, ability to work under pressure, and excellent organizational skills.
- Physical Requirements: Ability to lift up to 50 lbs and perform tasks that require standing, bending, climbing, and kneeling.
- Schedule Flexibility: Availability to work evenings and weekends as needed during production periods.

Benefits:

- Employee discount
- Flexible schedule