



# JOB POSTING

## Soft Prop Crafts Artisan

Position:	Soft Props Crafts Artisan	Status:	Belo, Covered by CBA with IATSE Local 18
Department:	Properties	Full/Part Time:	Full-Time Non-Exempt
Reports To:	Properties Director	Annual/Seasonal:	Seasonal, August to April typical
Start Date:	July 31, 2023 negotiable	Compensation:	\$660 weekly
Application:	<a href="#">Click Here to Apply</a>	Deadline to Apply:	<b>May 22,2023</b> for best consideration

### ABOUT MILWAUKEE REP

[Milwaukee Rep](#) is the largest performing arts organization in Wisconsin in terms of audiences served and one of the largest professional theaters in the country. Each year we welcome up to 300,000 people at just 700 performances of 12 to 15 productions across 3 unique stages ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive and impactful. Every season requires a talented and diverse team of people on and off stage. Come join us at Milwaukee Rep where we value inclusion, innovation, and quality and where you will have an impact in helping us to fulfill our mission to ignite positive change in the community. It is important that our hiring practices reflect our ongoing commitment to diversity and anti-racism and we strongly encourage applications from members of underrepresented groups. We are further committed to considering applicants who are well-rounded but do not fulfill every qualification.

### POSITION SUMMARY

The Soft Props Artisan is responsible for the construction, alteration, and maintenance of props and set decoration for Milwaukee Rep productions and events. They will assist in general departmental upkeep, stock maintenance and rentals, and participate in all load-ins, work calls and strikes. They will assist the Properties Director in the maintenance of inventories and record keeping. Primary duties include the research, purchasing, and construction of soft prop elements from start to finish including upholstery, drapery, sculpture, and fine art objects.

### Major Duties and Responsibilities Include:

- Research, produce and maintain props in line with the scenic designers & directors' vision
- Fabricate props, set decoration and decorative elements as required by the Director and Designer under the direction of the Properties Director
- Utilize techniques including, but not limited to: upholstery, drapery construction, dye and fabric manipulation, sculpture, fine arts painting and general soft crafts in the creation of all prop elements
- Assist scenic designer in the selection and purchase of fabric
- Participate in general prop creation as time permits
- Assist with the installation and maintenance of props from load-in through strike
- Share in the duties of production, maintenance and coordination of props for the annual production of A Christmas Carol
- Assist in the maintenance, inventory, upkeep and storage of departmental stock and materials for internal use and external rentals
- Participate in educational and outreach events

### SCHEDULE

The bulk of the work hours will happen during regular business hours, with some nights and weekends. Work rules, benefits, and compensation are governed by the collective bargaining agreement (CBA) between Milwaukee Rep and IATSE Local 18.



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### REQUIREMENTS OF THE POSITION

#### Technical Knowledge and Experience:

- Project history that demonstrates proven soft prop crafts skills at a high professional standard
- Work history that demonstrates an ability multitask, troubleshoot, and adapt quickly
- Working knowledge of period styles, the theatrical design and production process, and a wide range of soft prop and general prop craft skills
- Significant experience working with a wide range of fabrics
- Knowledge and experience with upholstery techniques for a wide range of furniture pieces and periods

#### Milwaukee Rep Values Employees Who:

- Communicate well with a diverse group of colleagues
- Demonstrate an aptitude and eagerness to learn new skills and processes when necessary
- Solve problems and engage in creative thinking about challenges individually and in a group environment
- Are able to accept and incorporate feedback
- Have excellent interpersonal, teamwork, and diplomacy skills and ability to be self-directed and take initiative
- Demonstrates an understanding of historical and institutional racism in the American theatre and/or a willingness to commit to learning and to the mission, vision, and values of the theater in areas of [Equity, Diversity, and Inclusion](#) efforts both in the workplace and in our community

#### COVID Policy

- Milwaukee Rep has a mandated vaccine policy and requires all employees to submit proof of vaccination for COVID-19 OR documentation for a medical or religious exemption before the first day of work

### BENEFITS OFFERED

#### Employee Benefits

Health & Dental Insurance – Employer contribution to premium  
Health Savings Account & Health Reimbursement Account (HRA)  
Flexible Spending Account  
403(b) Retirement Plan

**Paid Time Off Package** including Seasonal Time, Sick Leave, Holidays, Parental Leave, Medical Leave

### TO APPLY

**Required Materials:** Online Application, Resume, Cover Letter detailing why you are the best candidate for the position, Photo or video examples of past work

**Deadline:** May 22, 2024. Applications will be accepted on a rolling basis thereafter until the position is filled. All applications must be submitted through the online portal. Any candidate who requires accommodations to submit an online application should contact [imerwin@milwaukeeep.com](mailto:imerwin@milwaukeeep.com)

[Submit Application Materials Online](#)

*Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status. Additionally, any physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*