



JOB POSTING

Prop Crafts Artisan

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| Position: | Prop Crafts Artisan | Status: | Belo, Covered by CBA with IATSE Local 18 |
| Department: | Properties | Full/Part Time: | Full-Time |
| Reports To: | Properties Director | Annual/Seasonal: | Seasonal, August to April typical |
| Start Date: | July 31, 2023 negotiable | Compensation: | \$650 weekly |
| Application: | Click Here to Apply | Deadline to Apply: | May 22, 2023 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 Prop Crafts Artisan is responsible for the construction and maintenance of props, set decoration, and decorative elements for all 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 props from start to finish including fake food, paper props, sculpture, fabric crafts, light carpentry and metalwork.

Major Duties and Responsibilities Include:

- Research, produce and maintain props in line with the scenic designers & directors' vision
- Execute the construction and finish of props and craft elements including but not limited to leather work, miniatures, fake food, sculpture, fabric crafts and prop restoration and finish for all productions and events
- Communicate regularly with the Properties Director and other Prop Staff members to coordinate departmental efforts in the production of props, set decoration and decorative elements
- Participate in all builds, load-ins, strikes and work calls
- Attend to prop craft and finish notes during rehearsal and tech of all productions
- Assist in the maintenance of props over the course of each production's run
- 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
- Maintain a clean and safe work area
- Additional duties as required including participation in education and outreach events

SCHEDULE

The bulk of the work hours will happen during regular business hours, with some nights and weekends. For the 2023/24 season, the planned dates of employment are July 31, 2023 to April 21, 2024. Start date is negotiable for the right candidate. 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 prop craft 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 prop craft skills

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 (and booster if medically eligible) 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 and three professional references

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

[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.