



Head Props Artisan

Department	Production	Status	Seasonal/Full-Time, Non-Exempt
Supervisor	Prop Shop Manager	Location	Seattle, WA

ACT Theatre has an exciting opening for a Head Props Artisan! As the voice of the Pacific Northwest, our commitment to New Works by local playwrights brings Seattle’s voice beyond our stages, and into the national conversation. We strive to be a meaningful place to work. ACT is in the midst of a transformative organizational change as we greatly anticipate and plan for an upcoming merger with Seattle Shakespeare Company, effective July 2025.

The Head Props Artisan reports directly to the Prop Shop Manager and is a leader within the Prop Shop department. This position contributes to the safe and efficient production, installation and striking of props for all ACT rehearsals and productions. The Head Prop Artisan uses their skills in carpentry, metalworking, soft goods, safety and or/other skills in the research, construction and execution of props for all ACT rehearsals and productions. This position operates under the terms of a collective bargaining agreement with IATSE Local #15.

The hourly pay for this position is \$32.48 per hour. Benefits include health insurance, pension, vacation, and holidays, per the IATSE Local 15 Collective Bargaining Agreement. Additional benefits include Seattle Paid Sick & Safe Time and complimentary tickets to ACT productions.

Please apply with your resume at work@acttheatre.org. To request accommodations for the application process, contact work@acttheatre.org.

ESSENTIAL DUTIES

- Oversee the Prop Shop’s day to day activities, including effective communication and delegation to team members when necessary, ensuring the shop completes tasks with efficiency
- Find, fabricate, or modify all rehearsal and performance props, special effects, and set dressing as directed by the Prop Shop Manager to convey the designer’s vision.
- Lead the process to ensure functionality, durability, and safety standards for all props in both rehearsal and performance.
- Interpret design drawings and renderings, including photos or hand-drawn sketches to achieve the designer’s vision.
- Maintain a high level of craftsmanship and artistic excellence while working within deadlines and budgets.
- Transport props, furniture, and materials between the prop shop, storage areas, rehearsal room, and theater spaces.
- Oversee ACT’s rented props, outgoing or incoming
- Assess and repair any damage and correctly restock returned rentals.
- Lead the team in proactive maintenance, cleaning, and organization of the shops, storage, tools, and equipment to ensure a clean and safe environment.

- Participate in intentional learning efforts, including events relating to understanding institutional racism, building cultural competency, humanity-first principals, and exhibit a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging.
- Additional duties not listed as designated by the Prop Shop Manager.

QUALIFICATIONS / SKILLS

- 4+ years minimum experience working in a professional prop shop or similar position, with experience leading crews
- Strong leadership skills including the ability to support a collaborative, inclusive and motivating work environment
- Essential skills in a variety of areas with proven expertise in at least 2 of the following areas and working knowledge of all others including: Woodworking, welding/metalworking, soft goods and upholstery, molding and casting, various crafts (floral arranging, fake foods, puppetry, special effects, etc.) and image editing software
- Proven expertise or working knowledge of the following: Mig welder, domestic and industrial sewing machines, table saw, miter saw, band saw, jig saw, circular saw, routers, drill press, grinders and pneumatic tools, and standard hand tools normally associated with a prop shop
- Ability to effectively collaborate with members of the props department, including any overhires, and other departments to ensure proper development, completion, and installation of props
- Ability to role model working well under pressure and responding calmly and efficiently to notes generated during the production, rehearsal, and tech process
- Familiarity with food safety for producing consumable prop items
- Ability to create props from a variety of communication styles and collaborators, including detailed or rough drawings, written and/or verbal instructions and visual images
- Driven to collaborate to achieve common goals, flexible, problem-solver, detail-oriented, support driven, and strong ability to multi-task
- Highly committed to upholding and leading an inclusive environment that is welcoming and accessible to all
- Excellent organizational, written and verbal communication skills, such as active listening skills and openness to input and feedback
- Proficient with Microsoft Office Suite, inter-organization communication and data management tools such as Slack, SharePoint
- Ability to pass a background check in accordance with the Washington Fair Chance Act
- Valid driver's license and successful completion of Motor Vehicle Record check in order to operate company vehicles and rented trucks up to 26'

CORE COMPETENCIES

Managing Work: Understanding and supporting the organization's vision, purpose, and strategies. Developing plans for accomplishing objectives; monitoring status. Considering a wide range of alternatives before choosing the best way to accomplish an objective. Anticipating problems and taking action to prevent them or minimize their impact. Taking responsibility for decisions, actions, and results. Keeping up to date on field specific knowledge. Adapting approach to be appropriate for each situation.



ACT Contemporary Theatre – Job Description

Communicating and influencing: Communicating effectively with people at all levels in the organization. Giving specific, timely feedback to manager and others to work together more effectively. Gaining respect quickly; building trust and credibility.

Maximizing resources: Working collaboratively with people in the department and in other parts of the organization; supporting others when requested. Seeking expertise, advice, and perspectives from a variety of sources both within and outside the organization. Working effectively with people who have diverse ideas, perspectives, and values. Maintaining a balance between concern for people and concern for work results.

PHYSICAL SKILLS/WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to sit, stand, walk up and down ramps and stairs, and operate a computer and telephone. This position requires being comfortable working at heights on ladders and in personnel lifts. Must be able to lift materials and equipment weighing 50 pounds or more, alone or with assistance. Ability to work in an open office environment.

Work environment includes a variety of environments typical in a theatrical environment, administrative offices, theatres, scenic, paint, and costume shops, dressing rooms, backstage areas, and public spaces.

DISCLAIMER

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All ACT employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.