



Job Posting Head of Props

About the Position

Working as an integral member of the production team of Neptune Theatre, the Head of Props is responsible for the efficient location, rental, purchase, building, and maintenance of properties and set decoration for all Neptune Theatre productions and events. They will establish the stage property needs of Neptune productions through consultation with the Props/Set Designer, the Stage Managers and the Director. Budgets, schedules, and staffing requirements will be established and updated regularly through consultation with the Technical Director and Production Manager.

Terms of engagement are per the collective agreement between IATSE 680 and Neptune Theatre. Hours of work for this position will regularly be Monday to Friday, 45 hours per week. During production tech weeks, overtime including evenings and weekends may be required.

This position is typically engaged from September until April with a 3 – 5 week layoff period over the December Holidays and New Year.

The successful candidate will be hired for January 31st, 2022 – April 15th 2022 with the possibility of an additional 3 weeks of work in November 2021.

Physical Requirements

The Head of Props will be required to climb ladders, lift weights in excess of 50 pounds, work on uneven surfaces, work in dimly lit environments, working on and around sets that are under construction, and wear personal protection equipment properly during a full shift.

The Ideal Candidate

The Head of Props at Neptune Theatre has a talent for organization and strong communication skills in addition to being a talented craftsperson. They have the ability to assess the needs of Neptune's productions, and devise and deliver solutions meeting those needs. The ideal Head of Props will have an in depth knowledge of props building and stage craft, along with an understanding of a broad range of construction, craft, and special effects techniques.

While it is not expected that any candidate will be proficient at all of these skills, the common and relevant technical skills possessed by the ideal Props Builder include:

- Stage Carpentry
- Hand and Machine sewing Skills
- Upholstery
- Casting and Mold Making
- Minor electrical repair / basic electronics
- Special effects construction
- Experience in other production areas of the theatre
- Metal work and welding
- Drawing
- Scenic painting
- Hand and/or computer drafting
- Computer imaging skills (Photoshop, etc.)
- General computer literacy (email, Google Workspace, Windows OS)
- Interpreting technical drawings

While not a job requirement, the following are considered assets:

- A valid driver's license.
- Firearms license.
- Fall Protection Training.
- First Aid Training.

Submission Details

Application deadline is October 1st, 2021.

Please submit a detailed cover letter and resume by email to the attention of Michael Erwin, Production Manager at:

work@neptunetheatre.com

Include Head of Props in the subject, and be prepared to provide three or more references.

Only candidates selected for an interview will be contacted further.

Ethno-Cultural Mandate

Neptune Theatre seeks to promote equity, inclusion and access by amplifying voices that have been historically marginalized or underrepresented, and we factor this into every decision we make. We encourage submissions from all genders, ethnicities, abilities and identities, and will give priority consideration to those who self-identify as IBPOC, LGBTQ2S+, d/Deaf, living with disabilities, and/or facing other systemic challenges in our industry.

About Neptune Theatre

Neptune Theatre is located on sacred land that has been the site of human activity since time immemorial. We are in Mi'kma'ki, the ancestral and un-ceded territory of the Mi'kmaq People, and we acknowledge them as the past, present, and future caretakers of this land.

As artists, we are grateful to work and build community here. As stewards of culture, we are in the process of learning more about how our company can improve our relations with Indigenous People and uphold the values of collaboration and inclusivity in all that we do.

Neptune Theatre is Atlantic Canada's premier destination for live, professional theatre. On our stages, you'll experience theatre that is uplifting and thought-provoking. Our roots are deep in this region. With 59 years under our belt, we're deeply supportive of and connected to our local community, and are committed to creating outstanding experiences that enlighten and bring joy to our audiences.

We are the cultural heart and soul of the Halifax community. Our values are grounded in the belief that the power of live theatre can transform and connect. With a mindful and inclusive approach, we are committed to bringing stories that represent the history and diversity of our region and its people to life on our stages.

Anti-Harassment Policy

Neptune is committed to maintaining a positive, harassment-free culture. We do not tolerate any form of harassment of our employees, clients, volunteers, or any persons visiting or spending time on our premises or online spaces. Please note that violation of this policy could result in revoked access. Neptune Theatre takes part in the [Not in Our Space!](#) initiative, a national anti-harassment and respectful workplace collaboration campaign between Equity and the Professional Association of Canadian Theatres (PACT), which seeks to ensure healthy and productive working conditions for all professionals working in live performance across the country.