



# ALBERTA THEATRE PROJECTS

## Job Posting: Head of Properties

*We create community by producing relevant, high quality contemporary theatre; by playing a national leadership role in the development and creation of new Canadian plays; and by bringing audience and artists together in an exchange around the work.*

**ATP is looking for a team oriented individual to fill the role of Head of Properties.**

Reporting to the Technical Director and Director of Production

This is an annually renewable contract position and specific work dates will vary by season.

The 2018/2019 season work dates are as follows:

- August 6, 2018 – September 17, 2018
- October 8, 2018 – December 2, 2018 + Maintenance Hours Through December
- January 28, 2019 – March 11, 2019.

### **Job Description/ Duties**

- Working as an integral member of the production team, the Head of Props will co-ordinate all prop elements for Alberta Theatre Projects productions.
- Shall be responsible for all properties budgets, including costing, purchasing and labour.
- Read all scripts for ATP productions prior to the first day of rehearsals, and to attend rehearsals as scheduled.
- Attend production meetings, staff meetings, technical rehearsals, and note sessions as scheduled.
- Will be responsible for the construction and purchase of all prop elements for ATP productions.
- Shall supervise all additional labour required for the completion of all prop elements.

### **Skills/ Assets**

- Sewing/ Upholstery
- Carpentry
- Scenic Painting
- Welding
- Electrical Wiring
- Drafting
- Photoshop Experience
- Casting/ Molding/ Sculpting

### **Employer Profile**

At Alberta Theatre Projects we are committed to a diverse workforce and a respectful work environment. We are focused on attracting and retaining the best talent by encouraging applications from all qualified individuals including visible minorities, aboriginal people, and people with disability.

### **Additional Information**

Working conditions and wage shall be governed by Collective Agreement with I.A.T.S.E., Local 212.

**Please send a letter of interest, an up-to-date CV, and a list of three references to David Fraser, Director of Production at [dfraser@atplive.com](mailto:dfraser@atplive.com).** Interviews will commence immediately and resumes will be accepted until a successful candidate is found. We thank everyone for their interest, but only those short listed will be contacted.

For more information about Alberta Theatre Projects please visit our website, [www.atplive.com](http://www.atplive.com).