



JOB DESCRIPTION: PROPS CARPENTER

REV: 12/2024

Job Title: Props Carpenter

Reports to: Props Manager

Department: Production/Props

FLSA Classification: Seasonal Full-Time Non-Exempt or Temporary Full-Time Non-Exempt

Rate: \$18.00 per hour (based on experience), Time and a half over 40

Goodspeed Musicals is committed to cultivating an environment where equity, diversity, inclusion, accessibility, and belonging are experienced at all job levels throughout our organization. Goodspeed is proud to be an Equal Opportunity Employer, and aims to have diverse staff that is representative of all theatre makers. BIPOC (Black, Indigenous, and People of Color), LGBTQIA+, and people with disabilities are strongly encouraged to apply.

Please be advised that the current representation for this position is under IATSE Local 84. The benefits outlined will apply until a formal agreement is reached between IA and Goodspeed. It's important to note that these benefits may be subject to adjustments based on the outcome of ongoing negotiations. Do not need to be union to apply.

General Statement of Job Function: The Props Carpenter assists with the planning, building, execution, and acquisition of all prop elements assigned to them by the Props Manager.

Principle Duties and Responsibilities:

- Complete all projects assigned by Props Manager in an efficient, safe and timely manner while maintaining a high standard of quality.
- With Props Manager, analyze, read, and interpret the Set Designer's sketches, renderings, and drawings to plan and create assigned props for productions and make priority lists.
- Understand construction methods and material choices for assigned projects, and discuss priority lists with the Props Manager before construction.
- Ability to collaborate and take instructions set forth from Designers and Props Manager.
- With the support of the Props Manager: order, pick up, and acquire all materials needed to complete builds within budget constraints.
- Utilizing the provided Material Safety Data Sheets, practice safe and appropriate use of common chemical based products found in a scene shop including, but not limited to: Bondo, B-I-N Paint, Spray Paint, Barge, contact cement, spray adhesives, epoxies, etc.
- Provide assistance with the gathering, delivery and occasional build of rehearsal props elements.
- Participate in packing of all prop elements, tools, hardware and materials required for all load-ins and strikes.
- Assist in the maintenance and repair of all show props as necessary.
- Participate in the load-in, technical notes and strikes of all prop elements and set dressing.
- Advise Props Manager of necessary maintenance for all tools used in shop, and depletions in stock of hardware and construction materials.
- Participate in end of day shop cleaning and organization projects as needed.
- Maintain a clean, safe, respectful, and collaborative work environment.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities, cultivating and maintaining positive relationships, employing discretion, diplomacy, and tact, seeking the positive in all situations.



- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines, identifying priorities and making good decisions with a minimum of information, and staying relaxed and proactive when things are uncertain.
- A commitment to an equitable work environment, which includes use of gender inclusive language, support for individual gender expression, racial equity and intergenerational collaboration, accessibility for people with disabilities, and cultural sensitivity.

Other Duties and Responsibilities:

- Assist in maintaining, managing, and troubleshooting props equipment, storage spaces, and tools.
- Provide assistance with inter-department projects.
- Assist with pull, paperwork, pickup, and return of prop rentals by outside organizations.
- When requested and available, fill in backstage as members of the crew for productions in cases of illness or planned absences.
- Other duties as assigned.

Required Qualifications & Skills:

Experience in theatrical props construction; Working knowledge of tools and shop safety practices; Experience with safe handling of hazardous shop materials; Knowledge of prop construction, modification and fabrication techniques; Proficiency in all commonly used theatrical construction tools, including but not limited to: measuring and layout tools, portable and stationary woodworking tools, pneumatic tools, metalworking tools, welding equipment, rigging tools, machining tools, and cabinetry tools; Strong wood, metal, and finish carpentry skills; Ability to work within tight deadlines and budgets; Manual dexterity and an aptitude for working with a variety of materials and techniques; Self-starting attitude with a commitment to follow through on projects; High level of organization. Ability to lift 50 lbs. Strong proficiency in Adobe Photoshop layout and printing. Valid driver's license with safe driving record. Able to work long hours during heavy build and tech periods. Availability nights, weekends, and the occasional holiday.

Preferred Qualifications & Skills:

Ability to work comfortably on ladders and at elevations of up to 18 feet; Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge; Ability to troubleshoot problems in a calm and efficient manner under pressure; Comfortable driving a Transit Van; Excellent verbal and written communication skills.