

POSITION ANNOUNCEMENT

PROPERTIES ARTISAN



FIRST STAGE is committed to dismantling structures that may prevent ALL people from applying for employment with us. FIRST STAGE celebrates the richness of our world by cultivating Equity, Diversity, and Inclusivity as they inspire the creativity that nurtures great art, artists, and audiences. FIRST STAGE acknowledges we have been party to supporting oppressive systems in the past and are committed to continuing to prioritize our journey in becoming an anti-racist and fully inclusive organization, and we strongly encourage candidates from historically underrepresented groups to apply.

FIRST STAGE is an equal opportunity employer and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, gender, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

Position: Properties Artisan

Status: Non-Exempt, Full Time Seasonal

Reports To: Properties Master

Dates: July 18th, 2022 – May 14th, 2023 (with possible extension to May 28th, 2023)

Compensation: This is a \$680 per week position for approximately 40 hours per week with opportunities for overtime. First Stage provides a competitive benefit package that includes but is not limited to the following: health/dental/vision coverage, generous healthcare reimbursement arrangement, vacation, and paid holidays as well as a 403(b) plan.

Overview: The Properties Artisan will be an integral part of the Properties Team in supporting 8-10 productions per season between two theaters. The Properties Artisan will assist in the construction and acquisition of properties for all First Stage productions, including pulling and maintaining pieces from First Stage's properties stock.

REQUIREMENTS

- Interpret the script/set design/production conversations in order to create properties needed for shows, including hand props, furniture, set dressing, perishables, etc.
- Communicate with Properties Master and Stage Management about the props needs during the rehearsal process
- Pull and provide rehearsal items as necessary
- Assist load in and load out of rehearsal halls and performance spaces
- Modify stock items to suit the needs of a particular show
- Assist the Properties Master in the maintenance and inventory of properties stock
- Complete assigned work in a timely manner, with a high level of quality
- Maintain a positive attitude, and uphold First Stage's Artistic Statement and Employee Guidelines
- Maintain a clean and safe workspace
- Per current AEA guidelines due to the COVID-19 pandemic, proof of COVID-19 vaccination will be required
- First Stage is committed to creating a safe, equitable, and inclusive work environment and all incoming staff members will be required to complete Equity, Diversity, Inclusion and Justice training
- This position involves working with young people, and as such a background check will be required

QUALIFICATIONS

- Previous experience in the following areas preferred:
 - Carpentry
 - Welding
 - Painting, and distressing techniques
 - Foam Carving and puppet building
 - Machine and hand stitching
 - Upholstery
 - Electrical wiring of properties
 - Creation of graphics and paper properties
 - Tool maintenance
- A valid driver's license and previous experience driving a 24' box truck a plus
- Ability to maintain a positive work environment by communicating and behaving in a positive manner with all artists, staff, and stakeholders from a variety of experience levels and backgrounds
- Prior experience working in the entertainment industry is strongly preferred
- Strong written and verbal communication skills
- Ability to lift and move 50 lbs
- The person in this position will experience periods of prolonged bending, standing, and stationary work; they will occasionally operate a computer and other office productivity equipment

TO APPLY

Send resume, cover letter, and 3 work references to Jessica Noones, Director of Production, at jnoones@firststage.org with the subject line – Properties Artisan: (First Name, Last Name)

No phone calls, please. Application submission period will remain open until positions are filled.

ABOUT FIRST STAGE

First Stage, Milwaukee's premiere non-profit theater for young people and families, is currently in our 36th season. First Stage is a nationally acclaimed professional theater company drawing annual audiences of more than 120,000 people. First Stage's production season includes five mainstage shows at the Todd Wehr Theater, as well as our First Steps and Young Company Series of productions at Goodman Mainstage Hall at the Milwaukee Youth Arts Center – a total of more than 400 performances annually. First Stage also offers Theater-in-Education programs, serving 20,000 students in classrooms annually throughout southeastern Wisconsin. The First Stage Theater Academy, the largest and most high-impact training program of its kind in the nation, teaches "life skills through stage skills" to nearly 2,000 young people ages 3 - 18 each year. For more information about First Stage, including current updates on our Equity, Diversity, and Inclusion work, please visit www.firststage.org