



# 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.*

Alberta Theatre Projects is seeking a Head of Properties beginning in the 2017/18 season.

This is an annually renewable contract position and specific work dates will vary by season. 2017-2018 season work dates are August 7 – November 26, 2017 and January 22 – March 4, 2018.

### 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
- Casting/ Molding/ Sculpting
- Electrical Wiring
- Drafting
- Photoshop Experience

### 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, Production Manager 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).