

Long Wharf Theatre

Position: Properties Runner

Direct Reports: n/a

Reports to: Properties Manager

Classification: Overhire

The Duties (including, but not limited to):

The Properties Runner works as a member of the run crew and maintains the furniture, hand props, set dressing, perishables, and consumables for productions.

- Maintain all props during the run of the show
- Shop and prepare stage food and consumables as needed
- Track purchases and turn in receipts in a timely manner
- Willingness to be trained in the safe use of theatrical weapons and ammunition
- Participate in all load-in and strike of the production
- Attend all technical work calls, rehearsals and performances as scheduled
- Enforce all safety measures deemed necessary in regard to stage weapons, live flame or any hazardous effects
- Maintain a working knowledge of the proper use of basic power and hand tools and appropriate safety precautions
- Collaborate with stage management, set, electric, sound and costume departments regarding the smooth-running operation of all performances and assists other run crew personnel as needed
- Maintain the artistic quality of all properties for the run of a production
- Ability to work alone or on a team, as needs require
- Ability to work well under pressure with varied personalities, with a positive and dedicated problem-solving attitude
- Well organized and able to maintain a clean and orderly workspace
- Participate and cooperate in all training efforts as requested by Long Wharf Theatre
- Perform other reasonable duties as assigned by the Properties Manager
- Maintain compliance with all company policies and procedures
- Weekend and evening work required

The Skills & Expertise Needed:

- Commitment to working within an organization committed to advancing anti-racism, gender equity, and radical inclusion.

The Experience Needed:

- Knowledge of running live performances in professional theatre
- Knowledge and understanding of theatre and the process
- Excellent verbal and written communication skills in English, including ability to effectively communicate with internal staff and guest artists
- Excellent verbal and written communication skills, including ability to effectively communicate with internal staff and Guest Artists

Physical Requirements Needed:

- This is a physically active role that requires the ability to lift heavy objects, climb stairs with heavy objects, occasionally work at height on various elevation devices for prolonged periods of time, bend and stand for long periods of time as necessary.
- Ability to lift and carry up to 50lbs.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards
- Full vaccination against COVID-19 is required as a condition of employment.

Pay Rate:

\$19.00/hour

Application:

To apply, please submit resume, cover letter to human.resources@longwharf.org.