

# CIRCUS SMIRKUS

## TITLE: PROP MASTER

Department: Tour	Staffing Classification: Seasonal
Reports To: Production Manager	FLSA Status: Exempt
Date Approved:	Signature:

### JOB SUMMARY:

Develop and build props and scenic elements in collaboration with the Scenic Designer and Show Directors.

### ESSENTIAL FUNCTIONS:

(Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Design, develop and build props as directed by the Show Directors and/or Scenic Designer during rehearsals.
2. Participate in production meetings by conference call monthly, or as scheduled. Attend daily production meetings during rehearsal period.
3. Work with Production Manager in creating prop list, build schedule, and project deadlines.
4. Provide materials and supplies lists to Production Manager. Work closely with Production Manager in building props and scenic elements within budget and on schedule.
5. Develop and practice safe procedures for a safe and efficient prop shop area.
6. Design and build props that will withstand the rigors of a traveling circus.
7. Work with Production Intern in organizing and stocking a repair kit (including prop specific replacement parts, paints, glues, hardware, etc.)
8. Must be able to lift at least 50 pounds.
9. Other jobs as needed.

### WORKING CONDITIONS:

(Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal: Work is normally conducted in an office environment.

External: Work requires travel throughout Vermont and surrounding states in preparation for and while on summer tour.

### PHYSICAL DEMANDS:

(The physical effort generally associated with this position.)

Work involves standing, walking, bending, kneeling, reaching, stooping, and other physical activities consistent with setting up heavy equipment. Work may include lifting, carrying or moving objects and equipment weighing over 50 pounds.

### SUPERVISION:

Supervision is received from the Production Manager.

### PERIOD OF EMPLOYMENT:

This is an approx. one month seasonal position for June 2018.

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To be considered for this position, please contact [tour@smirkus.org](mailto:tour@smirkus.org).

Interested parties please include:

- Cover letter
- Resumé
- Completed [Circus Smirkus Employment Application](#)

*Circus Smirkus is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.*

<http://www.smirkus.org>