



PROPS MANAGER Job Description

February 4, 2022

Position: Props Manager (full time, seasonal contractor)

Reports to Associate Artistic Director, Producing Artistic Director

Start Date: April 25, 2022

End Date: July 3, 2022

Potential extension for strike week: August 8-12, 2022

About Kentucky Shakespeare:

Grounded in the works of Shakespeare, our mission is to enrich communities through accessible, inclusive, professional theatre experiences that educate, inspire, and entertain diverse audiences. Our vision is to use Shakespeare's truths and the power of the arts to transform lives. Shakespeare belongs to everyone.

Kentucky Shakespeare serves communities through the Kentucky Shakespeare Festival in Central Park, education programs for schools, public performances, and community outreach programs. Currently in its 62nd season, the Kentucky Shakespeare Festival in Central Park is the longest-running free, non-ticketed Shakespeare festival in the United States. As the most comprehensive in-school arts education provider in the Commonwealth, Kentucky Shakespeare serves schools throughout the region with interactive educational programming directly tied to academic standards, helping impact student achievement. Our many community programs explore conflict resolution, empathy building, and communication, in a range of settings from preschools to senior centers.

Our summer performance space is the C. Douglas Ramey Amphitheater in Louisville's Central Park. We operate with a small staff of 9 people during the year, and in the summer bring in around 70 contract employees to staff the summer theatre festival and our summer camp offerings. We ask every team member to bring their clear-eyed full-hearted commitment to the artistic and community service pieces of our work.

Summary of Position:

The props manager is responsible for procuring or creating all props for the three mainstage performances of the Kentucky Shakespeare Festival season. In addition, they supervise interns, maintain an orderly workspace, restock items as needed, attend all production meetings and tech rehearsals, and manage the budget for the props department.

Matt Wallace, Producing Artistic Director
www.kyshakespeare.com



Knowledge, Skills, and Abilities:

- Well-developed verbal and written communication skills
- Excellent organizational skills
- Experience with standard power tools
- Experience in scenic crafts or painting
- Ability to work long hours and to manage an irregular schedule including weekends and holidays
- Experience problem-solving and making thoughtful decisions in stressful situations
- Ability to work outdoors in rain and high temperatures

Minimum Qualifications:

- At least one year experience in a professional theatre
- Basic knowledge of a standard professional production process

Preferred Qualifications:

- Computer proficient (Microsoft Office and/or IOS software, internet file sharing)
- Bachelor's degree or commensurate experience in theatre production
- Experience interacting with patrons in a theatre setting
- Maturity and understanding of the artistic process and excellent interpersonal and teamwork skills
- Experience supervising a crew and working on tight deadlines

Compensation:

Compensation will be commensurate with experience.

To Apply:

Applicants for this position should email resume and cover letter to:

Amy Attaway
Associate Artistic Director
amy@kyshakespeare.com

Kentucky Shakespeare is committed to recruiting and fostering a diverse community of staff and interns. Individuals from traditionally under-represented groups are encouraged to apply.

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