



425 Lafayette Street  
New York, NY 10003

### **Assistant Props Supervisor**

The Public Theater was founded in 1954 on the principle that theater is an essential cultural force and that art and culture belong to everyone. The Public is seeking an efficient, enthusiastic, team player to join our Props Department as the Assistant Props Supervisor. As the Assistant Props Supervisor, you will work closely with the Props Supervisor to ensure all Public Theater productions are fully supported. The Prop Department works in conjunction with the other production departments, designers, directors, stage management, and freelance prop managers and artisans to realize the artistic vision of productions. The prop department supports both the downtown spaces at 425 Lafayette and the Delacorte Theater outdoors in Central Park.

#### **Key Responsibilities:**

- Ensure safe and conscientious work and working conditions
- Promote a collaborative, inclusive, and respectful working environment
- Maintain and improve prop shop facilities
- Organize and reorder hardware and shop supplies
- Allocate shop space and prop department resources
- Participate in developing and maintaining prop department over-hire pool
- Supervise show builds, load-ins, and strikes
- Train and manage freelance crew as necessary
- Execute notes that arise during runs of shows
- Maintain prop storage areas to ensure safe and efficient access for staff and crews

#### **Skills, Experiences and Qualifications:**

The ideal candidate will have experience leading crews, managing spaces and projects, and be well versed in many facets of prop work, including but not limited to carpentry, metal work, upholstery, sewing, crafts, casting and molding, paint, shopping and sourcing. Strong candidates are hands-on self-starters with a penchant for problem solving, strong organizational skills, and the ability to work on multiple projects concurrently. Candidates should be able to keep a cool head, prioritize, and remain flexible in a fast-paced environment. Seeking a creative thinking collaborator with a positive outlook and bright disposition. Familiarity with Photoshop, Filemaker, Vectorworks, Cricut, and tool maintenance experience are a plus.

Starting salary range \$60,000 - \$65,000.

As a condition of employment, the Public will require that all employees who report to work on site (either at the Public Theater or any other workspace or performing location) must be up to date with the full vaccine series. The Public will provide exceptions only for employees with an approved medical or religious exemption.

#### **Benefits & Perks:**

The Public Theater offers a robust slate of benefits, which currently include:

- A range of excellent health, dental, and vision insurance options
- Employee Assistance Program and Work-Life Services
- Flexible paid time off
- One paid “day of service” each year

- 10 weeks of paid family leave
- Commuter benefits for parking and transit
- Flexible spending accounts for healthcare
- Pension
- 403(b) Retirement Savings Plan
- Life and disability coverage
- Discounted gym memberships
- Free and discounted theater tickets

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is an Exempt Position, according to the Fair Labor Standards Act. Position is available immediately.

Please send cover letter and resume to: [propsjobs@publictheater.org](mailto:propsjobs@publictheater.org)

### **About The Public**

The Public is theater of, by, and for the people. Artist-driven, radically inclusive, and fundamentally democratic, The Public continues the work of its visionary founder Joe Papp as a civic institution engaging, both on-stage and off, with some of the most important ideas and social issues of today. Conceived over 60 years ago as one of the nation's first nonprofit theaters, The Public has long operated on the principles that theater is an essential cultural force and that art and culture belong to everyone.

Under the leadership of Artistic Director Oskar Eustis and Executive Director Patrick Willingham, The Public's wide breadth of programming includes an annual season of new work at its landmark home at Astor Place, Free Shakespeare in the Park at the Delacorte Theater in Central Park, The Mobile Unit touring throughout New York City's five boroughs, Public Forum, Under the Radar, Public Studio, Public Works, Public Shakespeare Initiative, and Joe's Pub. Since premiering HAIR in 1967, The Public continues to create the canon of American theater and is currently represented on Broadway by the Tony Award-winning musical Hamilton by Lin-Manuel Miranda. Their programs and productions can also be seen regionally across the country and around the world. The Public has received 59 Tony Awards, 169 Obie Awards, 53 Drama Desk Awards, 54 Lortel Awards, 32 Outer Critic Circle Awards, 13 New York Drama Desk Awards, and 6 Pulitzer Prizes. [Publictheater.org](http://Publictheater.org).