



PROPS COORDINATOR

The Props Coordinator assists the Props Designers, Production Manager, and Senior Production Staff in coordinating the props and scenic elements for all repertory shows in the newly constructed, Samuel H. Scripps Theater Center. HVS is located in Garrison, NY, and operates under a unique open-air amphitheater, the Samuel H. Scripps Theater Center; more information is available at hvshakespeare.org. This position reports to the Production Manager and Producing Director.

This is a seasonal position, paid \$22 per hour, capped at 30 hours per week, from April 6th – August 15th, 2026.

Responsibilities Include:

- Attend production meetings and assist in tracking communication between Props Designers, Directors, and Senior Production Staff.
- Read and respond to daily rehearsal reports and facilitate communication about props between the Props Designers, Directors, and Stage Management team.
- Assist Props Designers with purchasing and sourcing props and scenic elements for the rehearsal room and productions.
- Work with the Technical Director to build props and scenic elements.
- Collaborate with the Technical Director to maintain props and scenic elements during the run of show.
- Attend and support morning work notes during tech and previews to ensure that work notes are completed promptly.
- Maintain a props list for each production, with details on arrival times for all props department deliverables.
- Assist the Production Manager to manage, track, and reconcile tax-exempt purchases on behalf of the organization within the approved props budgets.
- Work closely with other artists to build a safe, respectful, and anti-racist backstage environment; Display and promote multi-cultural competency and sensitivity.

Qualifications:

- A good working knowledge of props, and crafting.
- Driver's license and clean driving record required.
- Complete understanding of backstage etiquette. A good working knowledge of technical theatre practices, including basic carpentry.
- This position is physical in nature and required to work outdoors. The ability to lift up to 50 pounds and work outside is required.

· This position must be local to the Hudson Valley. Night and weekend hours will be required.

HVS is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and we strongly encourage applications from BIPOC (Black, Indigenous, People of Color) Candidates.

TO APPLY: Send a cover letter and resume in PDF format to jobs@hvshakespeare.org with the subject line PROPS COORDINATOR / YOUR NAME