

**Actors Theatre of Louisville  
Properties Supervisor**

Posted July 9, 2021

Position: Properties Supervisor  
Reports To: Director of Production and  
Operations  
Area of Primary Focus: Properties & Set Design  
FLSA: Exempt/Salaried  
Start Date: 8/2/21  
End Date: 3/27/222

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**About Actors Theatre of Louisville:**

Actors Theatre of Louisville is an arts and culture organization as social enterprise, sharing experiences centered in a commitment to create a more just society through the ongoing disruption of the cycles of oppression, marginalization, and exploitation. Anti-racism and anti-oppression are essential in an ecosystem that has profited from the historic antecedent of plantation capitalism. In pursuing a synthesis of art and service, we have taken a deep dive into digital production and have become an interdisciplinary laboratory for a storytelling (r)evolution.

Now in its 57th season, Actors Theatre of Louisville is the state theatre of Kentucky and a leader among regional theatres across the United States. Actors Theatre of Louisville has embraced both old and new media technologies to become a multiplatform entertainment company, centered in theatrical experiences. This year, Greater Louisvillians to audiences around the globe have been experiencing our digital streaming productions, radio plays, animated shorts, podcasts, live virtual events, and virtual reality experiences. Our learning and creative engagement programs offer ongoing virtual field trips and residencies serving thousands of students and community constituents both locally and nationally. In the coming year, we will be reincorporating in-person gathering onsite as soon as it is safe to do so and economically-viable in accordance with our collective bargaining agreements, while continuing to innovate on our virtual platforms for an ongoing hybrid model of artistic programming and educational initiatives.

Actors Theatre of Louisville sits on the unceded land of many Indigenous communities including the Shawnee, Cherokee, Chickasaw and Osage people. Indigenous peoples have always lived on the land that is now called Kentucky and continue to live here today.

**Summary of Position:**

The Properties Supervisor will be responsible for coordinating all properties for all in-person and digital content. This position will also design scenery for shows assigned by the Director of Production and Operations.

**The ideal candidate will:**

- Embrace Actors Theatre of Louisville's commitment to anti-racism, and be conversant with BIPOC communities and issues.

- Prepare to be an integral part of a small and mighty staff that is inspired to work in flexible, creative, and innovative ways. The Properties Supervisor will work cross-departmentally to support and collaborate with production, artistic, and administrative staff.

**The Essential Functions include, but are not limited to, the following:**

- Maintain the Props inventory and manage any rental requests
- Facilitate all Properties requests for digital and live performances.
- Oversee safety protocols related to the Properties area and staff members.
- Planning maintenance, reorganization, and improvement of Props Studio and Stock.
- Collaborate with creative team to come up with plans for scenic designs within the parameters set by the Theatre.
- Coordinate with the Technical Director to implement designs
- Submit plans, draftings, models, and paint elevations as needed with the given schedule.
- Attend Technical rehearsals, production meetings, and other meetings as needed and scheduled.

**Knowledge, Skills and Abilities:**

- Drafting and model building skills
- Strong skills in most areas of properties
- Strong knowledge of period style
- Great research skills
- Time management skills
- Strong communication skills
- Ability to lift, push, pull or otherwise maneuver up to 50 lbs repeatedly, alone or with assistance.
- Comfortable working on ladders, mechanical lifts, or other high places.
- Comfortable working in confined spaces.

**Minimum Qualifications:**

- Some education, including vocational qualification and training courses or college degree in a related field.
- Experience as a Props Master and as a Scenic Designer
- Computer Literate with Microsoft suite experience and common theatrical design drafting programs.
- Work flexible schedule including overtime, early mornings, evenings and weekends

**Preferred Qualifications:**

- College degree with a theatre emphasis (scenic and/or properties preferred)
- Experience working in a collaborative design environment
- Desire to continually grow and learn

**Compensation:**

Salary is \$1800 paid in bi-weekly installments. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off and, a 403(b) retirement plan.

**To Apply:**

Applicants interested in applying for this position must email (with **Properties Supervisor** in the subject line) cover letter, resume, and three references to:

Paul Werner, Director of Production and Operations, [pwerner@actorstheatre.org](mailto:pwerner@actorstheatre.org)

Cc: [HR@actorstheatre.org](mailto:HR@actorstheatre.org)

**No phone calls please.**

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.