

GREAT CANADIAN THEATRE COMPANY

INTERIM HEAD OF PROPS

Job Posting

COMPANY OVERVIEW

Great Canadian Theatre Company (GCTC) has successfully produced professional contemporary theatre in Ottawa since 1975 with a commitment to the advancement of Canadian theatre and the creation of Canadian plays. Our mandate is to produce theatre that "provokes examination of Canadian life and our place in the world".

GCTC's facility includes a 262 seat, modern Mainstage theatre and a flexible black box Studio Theatre at the Irving Greenberg Theatre Centre. We embrace our responsibility to mentor artists, provide professional development, and share our resources with the artistic community.

THE POSITION

GCTC is seeking an INTERIM HEAD OF PROPS to join our production team for a 7-month contract during our 2021-22 season. This temporary full-time position replaces GCTC's current Head of Props and Scenic Paint for the duration of the contract. The anticipated start date for this position is **November 16th, 2021**.

Reporting to the Production Manager, the INTERIM HEAD OF PROPS is an integral member of the Great Canadian Theatre Company who shares, supports and contributes to the values of the organization and works hard to promote these efforts in their day-to-day work. The individual holding this position is a key member of a 5-person, full-time IATSE production crew. The crew works collaboratively with management to execute the production requirements of all activities for the company.

In addition to heading the props department for the company, the INTERIM HEAD OF PROPS may work as primary department head in other areas of focus from project to project (e.g., lighting, sound or set construction, depending on expertise, project demands and development opportunities). GCTC's production department is non-departmental; it is expected that the individual in this position support and work collaboratively with other departments in a hands-on capacity.

The INTERIM HEAD OF PROPS will, at times, act as an operator on show calls or rehearsals for activities on the GCTC Mainstage or in the GCTC Studio Theatre. As such, it is expected that the individual in this position vary their schedule in coordination with the rest of the production team, depending on their assigned role.

All staff and contractors employed by the GCTC are expected to work collaboratively, cooperatively and respectfully to resolve conflict, to facilitate timely decision-making, and to ensure a healthy work environment for all.

At this time, GCTC is engaged in a comprehensive overhaul of our operations to create a model that centres on equity and inclusivity. We strongly encourage applicants from equity-seeking communities and intersecting identities to apply to this position.

SCHEDULE AND HOURLY RATE

The INTERIM HEAD OF PROPS will be employed full-time for guaranteed work weeks from mid-November 2021 to the end of June 2022, excluding two unpaid dark weeks over the course of the December 2021 holiday season.

The INTERIM HEAD OF PROPS is guaranteed a minimum of forty (40) hours each week. Additional overtime hours (1.5 X Regular Hourly Rate) are paid according to the regulations of a collective agreement.

The candidate for this position must be, or be willing to become, a member in good standing of IATSE Local 471 in Ottawa. The IATSE Union's Collective Agreement with GCTC sets terms for vacation weeks, minimum hours, work breaks, and other regulations for scheduling and pay.

First consideration will be given to members of IATSE who apply for this position.

Regular Hourly Rate: **\$28 - \$30 / hr**, subject to the Collective Agreement.

The Interim Head of Props is entitled to approximately 9 paid vacation days over the course of their contract, depending on their start date.

The candidate should expect to work some evenings and weekends in this position. A competitive insurance package is offered.

Due to COVID-19, this position may be partly remote with production team members accessing the facility on a limited access schedule for Fall 2021. As we transition to reopening, we will continue to follow regional health guidelines and work with individuals to balance remote and on-site work based on the best advice of health authorities, as well as the requirements of the work.

KEY RESPONSIBILITIES

- In collaboration with the Production Manager and Technical Director, fulfill all technical activities and expenditures for the props department
- In conjunction with the Production Manager, Technical Director, and designers, execute:
 - Show-specific budgets, develop material estimates and schedules for the props department
 - Maintenance plans and budgets, equipment upkeep and seasonal purchases for the props shop and departmental needs
- Work in a non-departmental production team and support a diverse range of disciplines including scenic painting, props construction and wardrobe cutting, maintenance, lighting and sound, and sewing
- Act as a role model for others by championing the company's Health and Safety Guidelines, Healthy Workplace Policy, and the Production Department's Statement of Success
- Foster an inclusive, accessible and healthy working environment
- Support team members in their professional development, and provide guidance and encouragement on special projects
- Occasionally operate lighting and/or sound equipment for GCTC Mainstage or Studio activities
- Work with Production Department staff and members of the creative team (directors, stage management, designers) to ensure that all productions are realized to the highest artistic standard
- Meet with designers to discuss preliminary and final design plans, and assist in analysing and interpreting plans to determine materials and labor estimates
- Track the inventory of all props and paint equipment and maintain it and the props shop at GCTC in good working order
- Other related duties as assigned

QUALIFICATIONS

- Work or educational experience equivalent to a post-secondary degree in the technical/production field
- Extensive knowledge of best practices in stagecraft and theatre production, from a range of practices and disciplines
- Good attention to detail, accuracy and problem-solving skills
- Ability to work independently, prioritize tasks, meet deadlines and exercise good judgment and initiative
- Ability to manage multiple, competing priorities successfully in a fast-paced work environment
- Skilled in personal time management, with an awareness and respect for a healthy work-life balance for yourself and the team
- Outstanding interpersonal skills, including the ability to interact with all staff and artists in a professional, confidential and tactful manner (both verbal and written)
- Willingness to support healthy workplace practices
- Proficiency in MS Excel, Gmail, calendars, Dropbox, etc.

ASSETS AND AREAS OF EXPERTISE

It is considered an asset if INTERIM HEAD OF PROPS candidates also have a firm working knowledge of one (or both) areas of expertise, and a desire to develop any missing and related skills. This expertise must include knowledge of standard design practices, equipment maintenance, and operation in one or both fields:

- Scenic Painting (techniques, design coordination, color mixing, etc.)
- Set Construction (theatrical construction methods, carpentry or cabinetry skills, etc.)

APPLICATIONS

Interested parties should apply with cover letter and resumé detailing all relevant experience to:

BY EMAIL: To: jobs@gctc.ca
Subject: **Interim Head of Props **your name here****

Applications must be received by Wednesday October 20th, 2021 by 4pm

Accommodations are available upon request at any stage of the application process, and questions are welcomed. If you would like to apply but need additional time, would like to submit your relevant work experience in a different fashion, or if this application presents barriers to you, we encourage you to get in touch with us before the deadline at jobs@gctc.ca.

We will reply in a timely manner to acknowledge receipt of your application. Thereafter, only those selected for an interview will be contacted.