

Job Posting Assistant Head of Props

Theatre Calgary is seeking an individual to fulfil the role of Assistant Head of Props for the 2025/2026 season. The successful candidate will be responsible for supporting the Department Head in organizing and maintaining the department, while crafting and creating the properties for Theatre Calgary's season of productions.

The Assistant Head of Props reports directly to the Head of Props. The successful candidate will have an advanced knowledge of properties construction in multiple areas and must also exhibit strong communication skills and a keen interest and ability to work both independently and as part of a dynamic and collaborative team environment. The successful candidate may be required work flexible hours including occasional evenings and weekends according to the production schedule created by management.

Theatre Calgary operates under a collective agreement with the International Alliance of Theatrical Stage Employees (IATSE) Local 212. The successful candidate will be a member in good standing or be willing to join as a full member.

The hourly wage for this role is **\$33.50**. Other terms and conditions are outlined within the Collective Agreement between Theatre Calgary and IATSE Local 212, 2022-2026.

Theatre Calgary is anticipating **eighteen (18) weeks of work** for this role, according to the following projects and dates:

August 25 – September 28, 2025	<i>Dial M For Murder</i> Props Build
November 3 – 16, 2025	<i>A Christmas Carol</i> Props Restore
December 8 – 21, 2025	<i>The Tale of the Gifted Prince</i> Props Build
January 5 – February 15, 2026	
April 27 – May 10, 2026	<i>Come From Away</i> Props Build

The schedule is subject to change, and hours of work may vary. The average work week is 40 hours per week, to be negotiated with the Head of Props and Theatre Calgary management.

The responsibilities associated with this role include:

- Advising Head of Props on time and material requirements to realize the needs of designs.
- Helping to source and acquire materials needed for projects.
- Maintaining the onsite prop shop.
- Assisting in maintenance and organization of offsite props warehouse, including for rentals
- Construction of properties elements
- Providing support to all props crew brought in for larger productions, including trainees
- Meeting with and providing samples to designers.
- Working in collaboration with the scenic builders, painters, wardrobe, and stage crew to coordinate schedules and installation requirements.
- Performing any touch-ups, repairs, and notes throughout rehearsals and performances.

Valuable Knowledge, Assets, Skills, and Abilities include:

- The ability to deliver finished pieces in an efficient manner.
- A demonstrated ability to function under stress and work independently.
- Effective communication skills with crew members, designers, and management
- A current Alberta driver's license to maintain access to offsite warehouse and acquire materials outside of office hours.
- Use of a personal vehicle is an asset.
- Construction Methods Including
 - Paper props
 - Mold making & casting
 - Sculpting
 - Sewing
 - Faux finishes
 - Upholstery
 - Small electronics (ie LEDs)
 - Soldering
 - Furniture repair and refinishing
 - Woodworking
 - Leatherworking
 - Vinyl cutting
 - 3D printing
 - Graphic design/ image editing.
- The ability to:
 - Lift and work with weights in excess of 40 pounds
 - Occasionally work from various lifts and ladders at heights up to 30'
 - Support a crew of varying skillsets.

Employer Profile

Theatre Calgary's vision is to stand amongst the best theatres globally as a leader in innovative, impactful and diverse programming. Our mission is to stimulate, provoke and delight through ambitious programming created to ignite local, national, and international engagement in a sustainable manner. Theatre Calgary reflects the communities, the country, and the world we live in with ambitious programming, passionate community engagement and extraordinary productions. For more than 50 years, we have focused our energy on providing our community with the highest level of classic and contemporary plays, featuring the best artists from Calgary and across the country.

Theatre Calgary believes in a work environment free of discrimination and harassment. We are committed to reflecting the diversity of our community and we believe in equity and inclusion and strongly encourage submissions from all qualified individuals regardless of gender, age, race, sexual orientation, and physical ability.

If you are excited to join our team and support our mission and values, we invite you to apply for this position with Theatre Calgary.

Start Date: Monday August 25, 2025* some flexibility

Posting Closes: Friday August 15, 2025

Interested candidates are asked to send their cover letters and resumes, with "Assistant Head of Props" in the subject line to:

Emma Brager, Production Manager
Theatre Calgary
ebrager@theatrecalgary.com