

Overhire Properties Runner

Department: Production
Reports to: Properties Manager
Direct Reports: N/A
Classification: This is a temporary, non-exempt (hourly) position
Compensation: \$20.00/hour
Dates: QUEEN // April 30, 2022 – June 5, 2022
How to apply: Please submit resume and cover letter to human.resources@longwharf.org. Please include in the subject line: "Temp Properties Runner"

The Invitation:

Long Wharf Theatre is a gathering place dedicated to producing boundary-breaking theatre with and for its kaleidoscopic communities. We believe that theatre is for everyone, and that art and activism can live side by side. We are committed to building boundary-breaking theatre with, for, and by the greater New Haven community. We are seeking a Properties Runner to work as a member of the run crew and maintain the furniture, hand props, set dressing, perishables and consumables for LWT's production of QUEEN, by Madhuri Shekar.

The Duties (including, but not limited to):

- Maintain all props during the run of the show
- Shop and prepare stage food and consumables as needed
- Track purchases and turn in receipts in a timely manner
- Willingness to be trained in the safe use of theatrical weapons and ammunition
- Participate in all load-in and strike of the production
- Attend all technical work calls, rehearsals and performances as scheduled
- Enforce all safety measures deemed necessary regarding stage weapons, live flame or any hazardous effects
- Maintain a working knowledge of the proper use of basic power and hand tools and appropriate safety precautions
- Collaborate with stage management, set, electric, sound and costume departments regarding the smooth-running operation of all performances and assists other run crew personnel as needed
- Maintain the artistic quality of all properties for the run of a production
- Ability to work alone or on a team, as needs require
- Ability to work well under pressure with varied personalities, with a positive and dedicated problem-solving attitude
- Well organized and able to maintain a clean and orderly workspace
- Participate and cooperate in all training efforts as requested by Long Wharf Theatre
- Perform other reasonable duties as assigned by the Properties Manager
- Maintain compliance with all company policies and procedures
- Weekend and evening work required

The Skills & Expertise Needed:

- Commitment to working within an organization committed to advancing anti-racism, gender equity, and radical inclusion.

The Experience Needed:

- Knowledge of running live performances in professional theatre
- Knowledge and understanding of theatre and the process
- Excellent verbal and written communication skills in English, including ability to effectively communicate with internal staff and guest artists
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Physical Requirements:

- This is a physically active role that requires the ability to lift heavy objects, climb stairs with heavy objects, occasionally work at height on various elevation devices for prolonged periods of time, bend and stand for long periods of time as necessary.
- Ability to lift and carry up to 50lbs.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Provable eligibility to work in the US.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- This position requires weekend and evening work.

The Work Environment and Culture:

The leadership at LWT cares deeply about staff culture and development. Members of the LWT staff are encouraged to engage in courageous conversations within departments and interdepartmentally. There is a belief within the organization that great art comes from great relationships. LWT supports and cares for team members as a reflection of the quality of artistic exploration on our stages.

Full vaccination against COVID-19 is required as a condition of employment.