



Lookingglass Theatre Company, a nationally recognized ensemble theatre company located in Chicago Illinois, seeks an experienced and enthusiastic Assistant Props Designer for our 2019-2020 Season. Lookingglass Theatre Company is an equal opportunity employer. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, genetics, or status as an individual with a disability. We welcome applications from all qualified candidates.

Working in conjunction with the Props Designer, responsibilities include but are not limited to:

- Assist with pulling of rehearsal props, sourcing, purchasing and building of show props
- Show Paperwork and receipt reconciliation/tracking
- Oversee over hire crew of 2-10 people
- Complete daily notes during the tech and preview process as instructed by Props Designer
- Collaborate with Equity Assistant Stage Managers for safe, effective use and storage of show props
- Maintain a clean and orderly work space at theatre and/or scene shop

Minimum Required Experience:

- 2 years of props experience at collegiate level or similar professional experience
- Intermediate Woodworking skills
- Intermediate soft goods/sewing skills
- Intermediate upholstery skills
- This is a physical job requiring the ability to lift up to 50 pounds, climb stairs repeatedly and work at height
- Valid Driver's License

Ideal Candidate will possess the following qualifications:

- Outstanding attention to detail
- Ability to excel in fast-paced, quickly changing environment
- Excellent written and verbal communication skills
- Intermediate metal working skills

Dates as follows:

The Steadfast Tin Soldier  
September 2019 - November 3, 2019  
Her Honor: Jane Byrne  
January 13, 2020 - March 7, 2020  
Lookingglass Alice  
April 6, 2020 - May 28, 2020

This is a part-time temporary position requiring some weekend availability. \$15/hour with a per show minimum guarantee of \$4,500 assuming all allowed hours are worked.

Qualified applicants may apply for the season or for specific shows. Positions will be filled based on experience and availability. Qualified applicants should send a cover letter, resume, and three references to [productionjobs@lookingglasstheatre.org](mailto:productionjobs@lookingglasstheatre.org). Please include ASSISTANT PROPS DESIGNER in the subject line. Applications will be accepted through September 23, 2019. No phone calls please.