JOB DESCRIPTION & POSTING

POSITION TITLE: Properties Artisan
SUPERVISOR'S TITLE: Head of Properties
START DATE: 17 May 2027
END DATE: 15 July 2027

CREATED: 15 February 2023
UPDATED: 06 November 2026
COMPENSATION: DOE
+Housing for Out of Town
+Travel for Out of Town

MISSION STATEMENT

Elevating lives through ennobling artistic experiences.

VALUES

- We are committed to performing outstanding artistic productions, with the aim of delivering the highest level of enjoyment to our patrons.
- We honor and are dedicated to presenting a variety of musical and dramatic expression recognized for their distinction and quality.
- We champion children.
- We honor the past, cherish the present, and strive to influence the future.
- We respect and encourage the unique, innate, creative nature of everyone.
- We encourage community involvement.
- We are committed to service.
- We cultivate collaboration and cooperation.
- We adhere to professional ethical standards.
- We strive to deserve support and trust.

CORE VALUES OF OUR COMMUNITY

Utah Festival Opera and Musical Theatre is a community of artists and collaborators built on the foundations of respect, acceptance, and creativity. We embrace the value of each and every individual and the unique perspectives of all they bring to the art we create. We open doors, build bridges, and make work that is accessible to everyone. The opportunity and access to the gift that is live theatre benefits all in our community, and we strive to remove barriers to that gift.

As we grow, we continue to educate ourselves and expand our practices and plans to ensure that we represent a rich array of voices on our stages, in our facilities, and within our community – regardless of race, ethnicity, sexual orientation, gender, age, ability, religion, or social status. We foster an environment where our differences and shared experiences are explored and celebrated with generosity, openness, and curiosity.

Goals and Commitments

Utah Festival Opera and Musical Theatre is committed to maintaining a welcoming environment on and off stage. Our goal is to create conversations that contribute to a more engaged, informed, and connected community. Recognizing that growth is an ongoing process, we continue to review our policies and practices to ensure a supportive, anti-racist environment for our artists, staff members, and audiences. We hold ourselves accountable to listen, learn, and grow as an organization and as individuals.

POSITION PURPOSE

The Properties Artisan assists the Prop Shop staff in show and related projects to build and/or modify upholstered items, draperies, and other soft goods. They will also assist in crafting or shopping for other props as needed.

POSITION FUNCTIONS AND RESPONSIBILITIES

PRIMARY RESPONSIBILITIES

- Assist Prop Shop staff in show and shop-related projects and build and/or modify upholstered items, draperies, and other soft goods.
- Assist in crafting or shopping for other props.
- Research and experiment with different materials and methods for properties creation.
- Assist in maintaining a clean and safe workplace and storage areas.
- Assist with prop rentals.
- Collaborate with other departments and staff for the betterment of the shop, show and theatre.
- Serve as swing for backstage run crew as needed.
- Perform such tasks, services, duties, and responsibilities in accordance with UFOMT policies, rules, regulations, and instructions now in force, or which may be adopted from time to time, during Employee's employment at the UFOMT.

OTHER FUNCTIONS

- Other duties as determined by the Properties Shop Manager and Production Manager.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- Experience working with theatrical properties.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Knowledge of theatrical props and special effects including (but not limited to) periods and styles.
- Proficiency operating a variety of fabric construction tools.
- Basic knowledge in Upholstery.
- Ability to work in a team and maintain a positive attitude.
- Ability to collaborate with fellow staff and free-lance artists.
- Ability to work occasional nights and weekends.
- MS Office Suite proficient.
- Knowledge of Adobe Photoshop techniques.
- Comfort and familiarity with basic power tools.
- Willingness to assist with and interest in carpentry.

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- This position must be able to communicate orally and by e-mail with creative team members.
- This position requires the ability to reposition and/or transport objects of 50 pounds.
- This position must be able to consistently position oneself in a stooping, kneeling, or crouching manner.
- This position occasionally ascends/descends ladders and personnel lifts.
- This position must be able to differentiate colors of varying hues, tints, and pigments.
- This position must be comfortable working in confined spaces.

Utah Festival Opera and Musical Theatre is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

TO APPLY

Please submit a resume (with references) and a cover letter to Brent Innes, Technical Director at jobs@ufomt.org.