

Western Canada Theatre (WCT) is searching for a dynamic, creative HEAD OF PROPERTIES to join our production team in beautiful Kamloops, BC. This full-time, seasonal opportunity is ideal for someone who is an artist, an artisan, a thrifty shopper, a builder, and an inventive problem-solver. The Head of Properties has primary responsibility for the properties, furniture and set decoration for our productions, making good use of limited resources while supporting our designers' vision for the world of our productions on stage. Reporting jointly to the Technical Director and Production Manager and working closely with the Producer and Artistic Director, the Head of Properties has responsibility in the following areas:

- Responsible for the construction, purchase, storage, installation, maintenance and tear-down of all properties elements, furniture and set decoration;
- Maintains the highest standards of production quality, safety and artistry;
- Maintains a clean, organized and safe workshop, tools and storage areas;
- Assists the Technical Director in the costing, budgeting and scheduling of productions & tours;
- Assists in the creation of construction plans and drawings, when necessary;
- Works with designers to realize their designs as accurately as possible with available resources;
- Liaises with stage management teams to support rehearsals;
- Researches and purchases needed properties and associated materials;
- Attends production meetings, staff meetings, technical rehearsals, and note sessions;
- Recommends equipment repairs, replacement and renewal as needed;
- Assists the Scenic Art, Carpentry and other departments as required;
- Assists the Technical Director and Production Manager with the planning and organization of all properties elements and paperwork leading up to tours and co-productions;
- Assists the Technical Director and Production Manager with all external community rentals of properties;
- Acts as a resource to other arts community members;
- Supervises, schedules, trains and/or leads additional labour, production interns, casual staff and volunteers needed for the completion of all scenic elements;
- Other related duties as required.

**The 'Ideal' Mix of Skills, Experience & Traits Might Include...**

- 2-3 years professional experience as a properties buyer, builder, or similar;
- Ability to interpret designs and construction drawings;
- Able to work well both independently and collaboratively within a team;
- Excellent organizational, time-management and communication skills;
- Able to follow organizational safety policies, including working on ladders/at heights;
- Post-secondary coursework in technical theatre, properties or construction, an asset

- Experience with VectorWorks, Adobe Creative Suite, and Microsoft Office, an asset
- Knowledge of scenic painting techniques, an asset
- A valid Class 5 Driver's License with access to a personal vehicle, an asset

**Position Details:**

- Our Head of Properties role is a **full-time, seasonal** position and does include some evenings, weekends & longer days.
- The role is based in **Kamloops, BC**, and a move to/residency within the Kamloops community is required.
- A **relocation stipend** is available.
- The **salary range** is commensurate to experience and is between \$850-1000 per week. WCT has a generous benefits package that includes extended health, paid vacation, time off around the holiday season, and a flexible work schedule.
- The successful candidate will ideally start **in early October 2021**, with some flexibility. For the 21/22 season, the end of contract is expected to be on or around **June 4, 2022** – a contract of 35 weeks. Following the pandemic, our typical season contract is between 35 and 40 weeks per year. Subject to a successful performance review, our department heads typically are invited to return to work the following season.
- Due to the volume of submissions, we thank all who express interest in this position; only those selected for an interview will be contacted.

Please indicate in your cover letter what mix of skills, experiences & traits you would bring to WCT, along with how this role fits with your career arc, your availability and salary expectations. Submissions should include a cover letter, resume, and two professional references. Please send, as one attachment, no later than

**August 2, 2021 at 5pm PT**, to:

Bill Chabassol, Production Manager  
[careers@wctlive.ca](mailto:careers@wctlive.ca)

**About WCT**

*Western Canada Theatre tells our stories on the traditional & unceded territory of Tk'emlúps te Secwepemc, whose people are the traditional stewards of this land.*

*Since 1975, Western Canada Theatre has been producing innovative, entertaining, and educational theatre for audiences in Kamloops, throughout BC's Southern Interior, and across Canada. We have grown into one of the largest producing theatres in BC and have had a remarkable impact on the national theatre landscape: producing premieres of important new Canadian and Indigenous work, training some of Canada's finest theatre professionals, and showcasing our work and our artists across the country through touring and co-productions. Our production department operates the 700-seat Sagebrush Theatre, and the 150-seat flexible configuration Pavilion Theatre, as well as our producing shops, storage & touring operations. For more information, please visit us at [wctlive.ca](http://wctlive.ca)*

**Equity, Diversity & Inclusion Statement**

*Western Canada Theatre is committed to diversity in the workplace and we encourage all qualified candidates to apply, and to self-identify if they so choose. We hope to receive applications from candidates with a broad range of backgrounds including, but not limited to: race, ethnicity, indigeneity, gender, gender-identification, sexual orientation, class and physical ability (though our office is currently on a second floor, and as such not wheelchair accessible). We are a parent-friendly workplace, with several parents on staff. We invite anyone with access needs or requiring accommodation in the application process to contact the Managing Director.*

**Safe & Respectful Workplace Statement**

*Western Canada Theatre is committed to the creation of a respectful work environment and supports those who have experienced or witnessed toxic behaviours. We stand up against behaviour that undermines the dignity or self-esteem of any individual, or which creates an intimidating, hostile or offensive environment. We invite all our Artists and Staff to partner with us in speaking up against harassment and standing together in addressing problems when they arise.*

**About Kamloops**

*Kamloops is our home and is a great place to live and work. We offer you the opportunity to thrive in a city that boasts a reasonable cost of living, gorgeous terrain, active lifestyle, and, of course, the sunny weather of BC's Southern Interior. For more information, visit [Kamloops.ca](http://Kamloops.ca)*