

Assistant Properties Manager

Paramount Theatre/Aurora Civic Center Authority (ACCA), an innovative organization located on Stolp Island in the Fox River in the heart of the richly diverse community of historic Aurora, Illinois (one hour from downtown Chicago), is seeking an **Assistant Properties Manager**. ACCA is the parent organization, which also includes a 501(c)3 arm under the name of Paramount Arts Centre, Inc. It operates three performance venues: the 6,000-person RiverEdge Park, the 1,843-seat landmark Paramount Theatre, and the 165-seat, newly renovated Copley Theatre. In July of 2024 it will also open Stolp Island Theatre: a 9,000 square foot development that includes an intimate 98-seat 4,600-square-foot theater. ACCA produces and presents over 500 performances each year, including star-studded touring productions, a self-produced Broadway Series of musicals and the self-produced Bold Series for an annual audience of 350,000 patrons from over 250 communities. ACCA proudly operates the Paramount School of the Arts in the new John C. Dunham Aurora Arts Center, right next door to Paramount Theatre in downtown Aurora. Paramount Theatre also hosts free community events, \$1 Classic Movie Mondays and its opulent interiors provide a spectacular backdrop for private functions such as wedding receptions or corporate galas. Across the street from Paramount Theatre are the gorgeous Meyer Ballrooms, which play host to multiple wedding receptions and rental events throughout the year.

Paramount Theatre/Aurora Civic Center Authority is committed to being a defining catalyst for personal and community transformation by:

- making the performing arts accessible for every age and socioeconomic background,
- introducing the magic of live theater across generations to encourage expansive imaginations and broad views of people and the world,
- and contributing to the future stability and growth of Aurora's downtown.

The highest purpose of any theater is to inspire its community toward a more perfect humanity. Such humanity can exist only when every member of the community is included and valued, empowered and heard. To express this truth, ACCA commits its leaders, volunteers, artists and staff to the active, continual and accountable pursuit of the following principles: equity, inclusion and diversity.

The ideal APM candidate possesses at least 5 years of experience in storefront, regional or educational theatre prop shops. Carpentry, sewing, photoshop, casting and molding, shopping, upholstery and carving and sculpting skills are all preferred. Knowledge of period style, planning, communication and organization skills are beneficial.

DEPARTMENT – Production Department

DIRECT REPORTING – This position reports to the Properties Manager.

WORKS CLOSELY WITH – Prop and Scene Shop staff and crews, Stage Management, Scenic Designers, IATSE Stage Crew, and Production Management staff

POSITION STATUS & SCHEDULE – Full time exempt; generally, 8-9 hour days Monday-Friday; extended hours during load-in and tech; some weekends, evenings and holidays

COMPENSATION – Annual salary starting at \$45,000 with pay commensurate with experience; excellent benefits package including health insurance, paid time off, and 401k

HIRE DATE – As soon as March 11, 2024

POSITION SUMMARY – The APM will assist the Properties Manager in executing properties designs for all ACCA productions.

GENERAL RESPONSIBILITIES – APM will function both as a props artisan and designer, and will also assist in project planning and supervising additional props artisans in the shop. In partnership with the Properties Manager, APM will plan props department coverage of tech rehearsals, including presence during rehearsals to take notes and answer questions and leading notes calls to execute notes and changes. APM will participate in researching and planning props designs; shopping for prop options; tracking notes coming out of rehearsals; fabricating, altering and repairing props; and maintaining organization, cleanliness and functionality of prop fabrication and storage spaces.

KEY RESPONSIBILITIES

- Creation of build plans for individual props as assigned
- Execution of build plans for individual props as assigned
- Work as acting Properties Designer for a select number of productions
- Coordinate with Properties Manager to accomplish maintenance during the run of each show
- Online and physical shopping for props and prop materials
- Submittal and reconciliation of corporate credit card statements, expense receipts, check requests, and reimbursements
- Supervision of props artisans in the build spaces
- Transportation of props to and from the rehearsal and performance spaces
- Possible attendance at production meetings, props walk-throughs, and designer runs
- Assist in recording information on build and maintenance of props to communicate to ASMs and run crew
- Assist in keeping records of physical and paper props for theatre records and stock inventories
- Assist in maintaining organization, cleanliness and maintenance of prop tools and work spaces
- In collaboration with Technical Direction, Stage Management and Production Management, participate in planning for production elements that require sharing of space, time and resources
- Other duties as required by Properties Manager and Production Staff

In addition to the duties listed above, ACCA expects the following of each employee: adheres to ACCA's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets productivity standards; participates in ACCA events as needed or required; and completes other duties as assigned.

REQUIRED EXPERIENCE, SKILLS and ABILITIES

- Minimum three years of experience working professionally in theatre
- Superior organization skills
- Ability to safely navigate moving, lifting, and transporting props and props materials, including knowledge of safe lifting techniques and awareness of when and how to use mechanical assistance or the assistance of a coworker

PREFERRED EXPERIENCE, SKILLS and ABILITIES

- 5+ years of experience as an employee in storefront, regional or educational prop shops
- Current knowledge of Microsoft Word, Excel, and Outlook
- General knowledge of historical period and design; experience researching regional and historic period design
- Basic carpentry, sewing and craft work
- Intermediate to advanced Photoshop or comparable software skills
- Excellent communication skills and experience communicating with directors, stage managers and scenic designers
- Experience with casting and molding methods
- Basic to intermediate upholstery skills
- Valid driver's license and comfortability driving and parking a sprinter/cargo van

HOW TO APPLY

Please submit a cover letter and resume and two references using the online job application at <https://paramountaurora.com/opportunities/> or click on the link below.

APPLY FOR THIS JOB ONLINE

Or mail/drop off to: Aurora Civic Center Authority, ATTN: Aimee Plant, 8 East Galena Blvd., Suite 230, Aurora, IL 60506

ACCA is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law.

ACCA encourages people of all backgrounds to apply, including people of color, women, LGBTQ individuals, people with disabilities, veterans, and others who are eager to help us achieve our vision of a diverse and inclusive community.

ACCA participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, ACCA is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating the employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.