

Props Run Crew Member – Paramount Theatre

The 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 a Props Run Crew Member. 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. 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.

The 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.

ACCA truly believes and lives by its mission statement and its commitment to equity, social justice and inclusion.

The ideal candidate possesses experience running theatrical productions or live events.

DEPARTMENT – Production

DIRECT REPORTING – Lead Stagehand; Props Department Head

WORKS CLOSELY WITH – Lead Stagehand; Props Department Head

POSITION STATUS & SCHEDULE – The normal schedule includes an 8 show week (two on Wednesdays, one Thursday, one Friday, two on Saturday, and two on Sunday). There will be extended hours during load in and tech. There is a four hour minimum per day called, and overtime is paid after 8 hours. This position regularly works nights and weekends.

COMPENSATION – \$21.80/hour

HIRE DATE – asap/immediate (until current position is filled, after which start-dates will vary)

GENERAL RESPONSIBILITIES – Work closely with the props department head and the other crew members to maintain the integrity of the technical elements of the production, with focus on the props and scenery.

KEY RESPONSIBILITIES –

- build and maintain props track to be run during the production
- assist in moving & organizing props and scenic pieces
- help clean/prepare theater for performances each work day
- attend technical rehearsals and designer run as needed

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

- Strong organizational skills
- Background in theater or live entertainment
- Ability to work with limited supervision
- Knowledge of theatrical style, conventions, and terminology
- Ability to keep a cool head in stressful situations
- Candidate must have transportation to and from work other than the train

PREFERRED EXPERIENCE, SKILLS and ABILITIES

HOW TO APPLY

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

(Please include a cover letter and resume with application)

[APPLY FOR THIS JOB ONLINE](#)

Or submit a cover letter and resume to: IAScheduling@paramountarts.com

Or mail/drop off to: Aurora Civic Center Authority, ATTN: (Phil Wooding), 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.