

PLACE DES ARTS

Production Set and Props Designer, Summer Theatre Troupe

Contract Position, 6-week contract (subject to Canada Summer Jobs funding)

Start date: June 23, 2025

End date: August 3, 2025

Rate: \$21.00/hr (30-hour work week, Wed-Sun, starting week two)

ORGANIZATION DESCRIPTION:

Founded in 1972, Place des Arts is a not-for-profit arts education centre with a mission to inspire the artist in everyone. Located in the historic Maillardville neighbourhood of Coquitlam, we offer quality instruction for all ages and skill levels in the visual, literary and performing arts.

PROJECT DESCRIPTION

The 2025 Summer Theatre Troupe (STT) production will centre around a family-friendly published script. The program will provide enriched learning for youth allowing them to engage with their community and learn new concepts and techniques which they can take forward into this production and beyond.

Place des Arts' Summer Theatre Troupe (STT) provides local youth, between ages 13-17, meaningful mentorship and performance opportunities, while also serving the community free, family-friendly, live theatre. 2025 will mark the 12th season of the Summer Theatre Troupe, which has grown into an established platform for aspiring young performers and artists to connect with their peers, learn from professionals in the field and gain valuable performance experience in a supported, professional environment.

The 2025 Summer Theatre Troupe (STT) will be performing an adaption of *Munsch at Play* written by Irene N. Watts. This delightful collection features classic stories such as *Stephanie's Ponytail*, *Mortimer*, *The Paper Bag Princess*, *Mud Puddle*, and *Murmel, Murmel, Murmel*.

GENERAL ACCOUNTABILITY

Reporting to the Director of Program and Events and working with the STT Director, the Production Set and Props Designer (PSPD) will oversee the design and execution of sets and props for the production. The PSPD will work closely with the Costume Designer to ensure a cohesive look for the production.

SPECIFIC ACCOUNTABILITIES

- Liaise with the Director of Programs and Events.
- Attend production meetings and rehearsals.
- Liaise with the various departments regarding production elements.
- Provide production designs for sets and props according to the established deadlines.
- Source materials, build sets and props as per the approved designs.
- Manage and adhere to all designated budgets.
- Return/strike props and/or sets as necessary to rental houses in a timely manner.
- Attend all performances and assist with backstage requirements as needed.
- Maintain sets and props during the run of the production.
- Other duties as assigned by the Director of Programs and Events

REQUIREMENTS

- Previous experience and/or training in theatre.
- Strong written and verbal communication skills.
- Highly organized with excellent attention to detail.
- Capable of managing multiple tasks.
- Ability to work independently and to take initiative.
- Approachable, flexible, and eager to learn.
- Ability to work with a variety of personalities.
- Must have a flexible work schedule to accommodate rehearsal and performance schedules.
- Ability to lift up to 30 pounds.
- Valid First Aid certification.
- Valid Police Information Check (PIC) with vulnerable sector screening.

ELIGIBILITY

- Must be between 15 and 30 years of age at start of employment.
- Must be a Canadian citizen, permanent resident or person on whom refugee protection had been conferred under the Immigration and Refugee Protection Act.
- Must be legally entitled to work according to relevant provincial legislation and regulations.
- Must not hold another full-time (30 or more hours) summer job or full-time study during their employment.

ASSETS

- Previous technical experience.
- Driver's licence and access to a vehicle.
- Previous experience working with youth.

Please submit a resume with cover letter and references by March 3, 2025 to Jessie Au, Director of Programs and Events at opportunities@placedesarts.ca,

1120 Brunette Avenue, Coquitlam, BC V3K 1G2

We thank all applicants; however, only those selected for interviews will be contacted. We welcome applications from candidates who meet the eligibility regardless of their gender, religion, race, ethnicity and nationality. We encourage submissions from members of the BIPOC and 2SLGBTQIA+ communities. You're encouraged to apply even if your experience doesn't precisely match the job description.