



Production Set and Props Designer, Summer Theatre Troupe

Self-Employed Artist: 6-week Contract

Start date: June 24, 2026

End date: August 2, 2026

Flat Rate: \$2,000

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 2026 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. 2026 will mark the 13th 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 2026 Summer Theatre Troupe (STT) will be performing the play *The Emperor's New Threads* written by Peter Anderson and Melody Anderson (produced by special arrangement with the Playwrights Guild of Canada).

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 as required.
- 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 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 Police Information Check (PIC) with vulnerable sector screening completed prior to contract start date.

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 2, 2026 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.*