

# Hayward Area Recreation and Park District Employment Opportunity

## Recreation Specialist IV

### Prop Master – Douglas Morrisson Theatre

Pay classification III; \$22.68 – 28.95 per hour/Part-time



#### THE POSITION

Under the general supervision of the Theater Manager and Technical Director, the Prop Master is in charge of prop needs for all DMT produced productions, and manages the DMT prop rental program.

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#### EXAMPLE OF DUTIES

- Find, build, or buy all props needed for productions.
- Work with set designers on set decoration.
- Maintain prop inventory and warehouse organization.
- Assist clients with prop and furniture rentals.
- Maintain accurate records of rentals and returns.
- Invoice rental clients and process payments.
- Transport props to and from DMT and the warehouse.
- Help promote the rental business.
- Occasionally assist with costume rentals.
- Other duties as assigned

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#### MINIMUM QUALIFICATIONS

- At least 18+ years old.
- CA Driver's License
- Ability to lift a minimum of 40 pounds
- Ability to climb ladders
- Ability to load furniture and other heavy objects in and out of trucks and on and off shelves.

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#### KNOWLEDGE AND ABILITIES

- Ability to work independently with minimum supervision
  - 3-5 years of experience working in technical theatre preferably in prop design or fabrication.
  - Experience in carpentry, sewing, upholstery, plastics fabrication, scenic painting and texturing, standard practices of stagecraft.
  - Ability to use hand and power tools for metal and woodworking
  - Knowledge of historical periods, antiques, and scenic design a plus
  - Computer Proficient (Microsoft Word, Excel, Publisher, Active.net System, Internet)
  - Strong organizational and communication skills
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#### IMPORTANT INFORMATION

- Position open until filled
- All applicants must complete a H.A.R.D. application
- ADA please notify this office regarding the type of reasonable accommodations needed 3 days following recruitment closing date
- Please email cover letter and resume to [prim@haywardrec.org](mailto:prim@haywardrec.org)

#### LICENSES, CERTIFICATES AND OTHER REQUIREMENTS FOR THE POSITION:

- Proof of eligibility to work in the U.S.
- Proof of negative TB Test.
- Possession of a valid driver's license
- Any offer of employment to an adult employee is conditional upon a satisfactory fingerprint clearance and background check (DOJ)
- Applications can be obtained:  
H.A.R.D. District Office  
1099 "E" Street, Hayward, CA  
94541- (510) 881-6700  
[HaywardRec.org/employment](http://HaywardRec.org/employment)

For more information, contact Recreation Supervisor at (510) 881-6768

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