



**Governors State University's Theatre and Performance Studies program is seeking a Props Coordinator for its upcoming spring production of *The Exonerated*.**

#### **General Show Information**

- Auditions will occur on February 12<sup>th</sup> –15<sup>th</sup> with rehearsals starting on Saturday, February 17<sup>th</sup>.
- All rehearsals will occur on the Governors State campus located in Chicago's south suburbs.
- Performance dates: April 4<sup>th</sup> – 7<sup>th</sup>.
- More about the show: <https://www.govst.edu/TAPSTheExonerated/>

#### **Props Coordinator Responsibilities**

- Build or source props pieces for *The Exonerated*
- Collaboratively work with the production team
- Keep impeccable financial paperwork and receipts
- Provide rehearsal props to the Stage Manager
- Adhere to the production deadlines
- Manage prop inventory during the production
- Work professionally with student crew members
- Prepare and update prop paperwork
- Perform additional duties and responsibilities as assigned

#### **Duties in collaboration with the Production Manager**

- Share documentation for archival records
- Submit production financial records and receipts

#### **Qualifications**

- Proven Props experience
- Ability to travel to the Governors State campus
- Ability to attend all production meetings, design meetings, and tech.
- Able to carry out all duties in a timely manner, with a positive attitude
- Good time management and budgetary skills

The salary for this position is \$1,100.00.

If interested, send a resume, cover letter, and two references to the Production Manager, Staci Corum, at [scorum@govst.edu](mailto:scorum@govst.edu)

\* For more information about GSU's TAPS program, visit: <https://www.govst.edu/taps/> or <https://www.facebook.com/TAPSGSU>