



Governors State University's Theatre and Performance Studies program is seeking a Props Coordinator for its upcoming fall production of *Re-Writing the Declaration*.

General Show Information

- Auditions will occur on September 9th and 11th with rehearsals starting on Saturday, September 14, 2024.
- All rehearsals will occur on the Governors State campus in Chicago's south suburbs.
- Performance dates: November 1 – 3, 2024
- More about the show: <https://www.govst.edu/TAPSDeclaration/>

Props Coordinator Responsibilities

- Build or source props pieces for TAPS's production of *Re-Writing the Declaration*
- 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.

If interested, send a resume, cover letter, and two references to the Production Manager, Staci Corum, at scorum@govst.edu

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