

The Little Theatre On The Square

Sullivan, IL

2026 Summer Stock Seasonal Employment

Production Season:

Main Stage: Guys and Dolls, Little Shop of Horrors, Greater Tuna, Annie, Come From Away, Route 66.

Theater for Young Adults: Don't Let the Pigeon Drive the Bus, The Very Different Duckling, The Reluctant Pirate

Summer Season Employment Dates:

May 18 through August 23, 2026

Position: Props Master (1 Positions Available)

Compensation: Starting at \$550/week, based on experience

Housing: Shared, fully furnished collegiate-style housing with shared bedroom and bathroom. Laundry provided at no cost. \$50 deposit required.

Contract Dates:

Arrive: Sunday May 17, **Start:** Monday May 18, **Last Day:** Sun Aug 23, **Depart:** Mon Aug 24
Starting and last days have some flexibility upon request of the employee and the needs of the employer.

Position Summary

The **Props Master** is responsible for the construction, installation, and maintenance of all hand held and scenic dressing elements for The Little Theatre On The Square's 2026 Summer Stock season. This position reports directly to the Scenic Designer, Production Director, Technical Director, and works closely with the production and technical staff to ensure the successful execution of all scenic properties designs.

Position Responsibilities

Essential functions include, but are not limited to:

- Direct / Daily Supervisor: Production Director, Scenic Designer, Technical Director
- Consultation with the Scenic Designer, interpret renderings, image research, and speciality items and needs for all hand held and scenic props and scenic dressing elements, furniture, and maintain all prop elements for productions

- Pulling, acquiring, and making all props for rehearsal and production needs in a timely manner
- Mix colors passed on designer renderings and color-matching base on existing pieces
- Ability to work with All department on specialty show units
- Touch-up and maintain all completed projects in shop and on stage
- Participate in all load-ins, load-outs, and strikes for each production
- Maintain and repair shop equipment, tools, and theatre stock
- Assist with daily cleaning and organization of the paint shop and workspaces
- Adhere to all LTOTS policies, procedures, and safety protocols
- Optional additional work; Scenic Designer for TYA productions, with additional payment
- Operate LTOTS vehicles as required
- Perform additional duties as assigned by the Technical Director, Executive Director, and production staff, including cleaning, touch-up painting, restocking, and general maintenance

Position Qualifications

- Experience as Props Master or Props Assistant
- Training and experience in the safe operation of stationary, portable power tools, and hand tools
- Training and experience with painting techniques, color mixing, sizing, and painting theatrical drops; theatrical carving and sculpting.
- Ability to read and interpret technical drawings, renderings, and working plans
- Familiarity with Vectorworks, Autocad, Google Drive Office Applications
- Preferred knowledge with safely handling and disposal of hazardous materials
- Strong time management, multitasking, problem-solving, and communication skills
- Ability to work in a fast-paced, high-energy, and rapidly changing environment
- Ability to work independently and collaboratively as part of a team; must be a self-starter and be willing to try and learn new skills as needed

Physical Requirements

- Ability to lift and carry up to 50 pounds
- Ability to stand, bend, climb, and perform physical labor for 8+ hours per day
- Ability to work at heights, including on ladders up to 12 feet and in elevated positions up to 17 feet
- Valid driver's license with a clean driving record and the ability to be insured under the theatre's vehicle policy

Hiring Preferences (Flexible)

- Bachelor Degree from an accredited University or College, or current enrollment as an upperclassmen
- 2-3 years employment of experience in entertainment industry

Equal Employment Opportunity

The Little Theatre On The Square is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

How to Apply

Please submit the following materials to Ben Edwards, Technical Director, at ben.edwards@thelittletheatre.org

- Email Subject line: Your **Name** and the **Position** you are applying for
- Cover letter
- Resume
- Portfolio or website (if applicable)
- Three professional references (including name, title, organization, and email address)

NO PHONE CALLS PLEASE