



Properties Carpenter – Job Description

JOB TITLE: Properties Carpenter

ALTERNATE TITLES: Properties Craftsperson

REPORTS TO: Properties Master, Production Manager

JOB TYPE: Seasonal, Salaried

SUPERVISES:

GENERAL JOB STATEMENT: Plan and execute the construction of large props items as assigned by the Props Master / Assistant Props Master. This person may be asked to work with and should be familiar with a variety of materials and techniques including, but not limited to, woodworking, metalworking, and crafts work.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Ability to read, interpret, and build from designer drawings as assigned by Properties Master
- Ability to interpret and build from sketches, photos, video, or other media as assigned by Properties Master.
- Familiarization with a large variety of building materials and construction techniques.
- Inform Properties Master of shop material needs in a timely fashion.
- Participate in props/scenic transfers to and from warehouses, theatres, and rehearsal halls as needed.
- Touch up, repair, and maintenance of items if Production Props employee is unable.
- Build or source stock items and mock-ups for rehearsal if needed.
- Participation in all show load-ins and load-outs.
- Work in a safe, efficient, and organized manner.
- **Any other tasks as requested by Properties Master or PM.**

QUALIFICATIONS AND SKILLS:

- Minimum Bachelor's Degree in Technical Theatre or related field / equivalent experience.
- Minimum 2 years' experience in properties.
- Ideal candidate will have a range of props carpentry skills including, but not limited to; cabinetry, upholstery, fine carpentry woodworking and furniture construction, MIG welding, and scenery carpentry.
- Strong organizational skills.
- Positive attitude, excellent communication skills, and the ability to work in a collaborative manner.