



Properties Run Crew – Job Description

JOB TITLE: Properties Artisan

ALTERNATE TITLES: Properties Craftsperson

REPORTS TO: Properties Master, Production Manager

JOB TYPE: Seasonal, Salaried

SUPERVISES:

GENERAL JOB STATEMENT: Plan and execute the construction, painting, and/or finishing of various props 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, sewing, painting, and crafts.

PRINCIPAL 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.
- Purchase or rent props as necessary at the direction of the Properties Master.
- 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.
- Refurbishment and replacement of props from stock shows as directed by the Properties Master.
- Build or source stock items and mock-up 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 artisan skills including, but not limited to; cabinetry, scene painting, hand and machine stitching, soft good construction, upholstery, mold making and casting, floral arranging, paper goods graphics and construction, 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.