



Properties Run Crew – Job Description

JOB TITLE: Properties Run Crew

ALTERNATE TITLES: Production Properties

REPORTS TO: Properties Master, Production Manager

JOB TYPE: Seasonal, Salaried

SUPERVISES:

GENERAL JOB STATEMENT: Assist in rehearsal and onstage in the tracking, maintenance of props sourced and created for MTWichita productions. Work in the prop shop during “dark weeks” as a props artisan building and adapting props for upcoming shows.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Work all show calls running the props table and tracking props as they shift during the show.
- Touch up, repair, and maintenance of items in rehearsal and onstage during the run of the show.
- Build or source stock items and mock-up for rehearsal if needed.
- 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.
- Refurbishment and replacement of props from stock shows as directed by the Properties Master.
- 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:

- Bachelor’s Degree in Technical Theatre or related field / equivalent experience preferred.
- Minimum 2 years’ experience in properties.
- Ideal candidate will have some experience in props run crew and/or stage management experience.
- 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.