



Asst. Head of Properties – Job Description

JOB TITLE: Asst. Head of Properties

ALTERNATE TITLES:

REPORTS TO: Director of Production, Asst. Production Manager, Head of Properties

JOB TYPE: Seasonal, Salaried

SUPERVISES: Properties Artisans

GENERAL JOB STATEMENT: Working with the Scenic Designer and Technical Director, plan and execute the construction, painting, and/or finishing of various props as required of each show. This person should be familiar with and be comfortable supervising a variety of construction techniques and materials including woodworking, metalworking, sewing, painting, and crafts.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist on the creation/pulling of properties and set dressing for current and upcoming shows.
- Ability to read, interpret, estimate, and build from designer drawings, sketches, photos, video, etc.
- Estimate material and labor needs based on the script, director's needs, designer models and drafting, and meetings.
- Manage props budgets and ensure timely and accurate review of all budget reports.
- Generation of all properties paperwork including props list.
- Assembly and sourcing of any necessary rehearsal props.
- Load-in and strike of all prop elements.
- Participate in props transfers to and from warehouses, theatres, and rehearsal halls as needed.
- Touch up, repair, and maintenance of items once show is open.
- Maintain a clean, organized, and safe work environment.
- Any other tasks as requested by the Director of Production, Asst. Production Manager, or Head of Properties

QUALIFICATIONS AND SKILLS:

- 3 years' experience in theatrical properties crafting and handling methodologies and practices.
- 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.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.