



Head of Properties – Job Description

JOB TITLE: Head of Properties

ALTERNATE TITLES: Prop Shop Coordinator, Prop Shop Manager

REPORTS TO: Director of Production, Asst. Production Manager

JOB TYPE: Seasonal, Salaried

SUPERVISES: Asst. Head of Properties & 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. The Head of Properties is also responsible for the supervision and administration of the season's properties budget.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Collaborate with the Director, Scenic Designer, and Stage Management 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.
- Attend design and production meetings and technical/dress rehearsals.
- Coordinate with the Director, Scenic Designer, and Stage Manager in creating and updating the composite show props listing.
- Supervise the assembly and sourcing of any necessary rehearsal props and deliver to rehearsal space.
- Assist in load-in and strike of all prop elements.
- Collaborate with all other shops.
- Ensure sufficient stock of all shop materials and consumables.
- Supervise and assist as needed in props/scenic transfers to and from warehouses, theatres, and rehearsal halls as needed.
- Supervise the 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 or Asst. Production Manager.

QUALIFICATIONS AND SKILLS:

- 4 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.
- Strong organizational skills.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.