



Properties Artisan – Job Description

JOB TITLE: Properties Artisan

ALTERNATE TITLES: Properties Craftsperson

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

JOB TYPE: Seasonal, Salaried

SUPERVISES: N/A

GENERAL JOB STATEMENT: Plan and execute the construction, painting, and/or finishing of various props as assigned by the Head of Props / Assistant Head of Props. 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 Head of Properties.
- Ability to interpret and build from sketches, photos, video, or other media as assigned by Head of Properties.
- Familiarization with a large variety of building materials and construction techniques.
- Inform Head of Properties of shop material needs in a timely fashion.
- Purchase or rent props as necessary at the direction of the Head of Properties.
- 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 Head of Properties.
- Build or source stock items and mock-up for rehearsal if needed.
- Participation in all show load-ins and load-outs.
- Maintain a clean, organized, and safe work environment.
- Any other tasks as requested by Director of Production, Asst. Production Manager, Assistant Head of Properties, or Head of Properties.

QUALIFICATIONS AND SKILLS:

- 2 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.