



**House Head: Properties**  
**– Job Description**

**JOB TITLE:** House Head Properties

**ALTERNATE TITLES:**

**REPORTS TO:** Head of Properties and/or Technical Director and/or Stage Management Team

**JOB TYPE:** Hourly, Non-exempt

**SUPERVISES:** Stage Props Asst.

**GENERAL JOB STATEMENT:** The House Head of Props assists MTWichita staff in pre-planning for the season, helps to address any unique show-specific challenges during the season, leads and supervises assistant properties personnel on calls, fulfills duties typical of a props head on all calls, and works with MTWichita staff consulting on long-term goals.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Availability to consult via phone or email before, during, and after a season to assist in planning and troubleshooting for the season or for specific shows.
- Knowledge of IATSE rules including, but not limited to, rules pertaining to call times, breaks, and span-of-day; timesheet logging and reporting; labor classification as it relates to the Union; Union jurisdiction; etc.
- Knowledge and comfortability with basic theatrical terms, skills, and standards.
- Ability to provide direction to assistant properties stagehands on all calls.
- If acting as call steward, the ability to manage all Union personnel on the call and to skillfully communicate concepts, address conflicts, and to enforce all Union and MTWichita rules as identified in the MTWichita-Local 190 Collective Bargaining Agreement as well as MTWichita's Employee Handbook.
- The ability and willingness to perform duties expected of head properties crew on all MTWichita calls to which they are assigned. This includes, but is not limited to, the ability to lift 50 lbs.; the ability to move scenery and properties in a safe and conscientious manner; the ability to work up to a ten-hour shift on their feet; etc.
- Punctuality in arriving to calls and when returning from breaks.
- Maintenance and care of any MTWichita-owned or leased equipment for which they've been given responsibility over.
- Sweeping/mopping stage in advance of all rehearsals and performances.
- Proficiency with the following tools and equipment:
  - General hand tools such as wrenches, ratchets, hammers, saws, etc.
  - Handheld power tools including drills, saws, routers, etc.
  - Pneumatic staplers and nailers.
  - Fabric and foam repairs as well as a basic knowledge of stitching.
  - Basic knowledge of touch-up painting.
  - Basic electrical knowledge.
- Adherence to all safety directives written out in Union or MTWichita policy as well as any verbal directives given by MTWichita staff in the course of the House Head Properties completing their duties.
- Any additional tasks as requested by the Director of Production, Technical Director, or Head of Properties.

**QUALIFICATIONS AND SKILLS:**

- 5 years experience in theatrical properties crafting and handling.
- Excellent communication and interpersonal skills.
- Ability to lead and supervise a crew.
- Strong organizational skills.
- Strong practical knowledge of basic and advanced stagecraft.
- Interdisciplinary knowledge of other departments is a plus.