

Assistant Head of Properties – Job Description

JOB TITLE: Asst. Head of Properties

ALTERNATE TITLES: Asst. Prop Shop Coordinator, Asst. Prop Shop Manager

REPORTS TO: Head of Properties, Director of Production, Technical Director

JOB TYPE: Seasonal, Salaried

SUPERVISES: Properties Artisans

GENERAL JOB STATEMENT: Working with the Head of Properties to plan and execute the construction, painting, and/or finishing of various props and scenic dressing as required for each production. This person should be familiar with and be comfortable supervising a variety of construction techniques and materials including woodworking, metalworking, sewing, painting, graphic design, and other crafts.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist on the creation, pulling, and purchasing of properties and set dressing for current and upcoming shows.
- Ability to read, interpret, estimate, and build from designer drawings, sketches, photos, video, etc.
- Assist with the generation of all props' paperwork including props list in conjunction with the Head of Properties and Stage Management.
- Assist in assembling and sourcing of any necessary rehearsal props.
- Load-in and load-out of all prop elements.
- Participate in props transfers to and from warehouses, rehearsal halls, and theatres, as needed.
- Assist in 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, 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.