

Head of Properties – Job Description

JOB TITLE: Head of Properties

ALTERNATE TITLES: Prop Shop Coordinator, Prop Shop Manager

REPORTS TO: Director of Production, Technical Director, 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 to plan and execute the construction, painting, and/or finishing of various props and dressing of scenic elements 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, graphic design, and crafts. The Head of Properties is also responsible for the management of the season's properties budget.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Collaborate with the Director, Scenic Designer, and Stage Management on the creation, pulling, and purchasing of properties and set dressing for each production.
- Ability to read and interpret design materials and accurately estimate materials and labor for builds based on scripts and Director input.
- 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 complete show props list.
- Supervise the assembly and sourcing of any necessary rehearsal props and deliver to rehearsal space.
- Assist in load-in and load-out of all prop elements for rehearsals and on stage.
- Collaborate with all other shops on specialty projects as needed.
- Ensure sufficient stock of all shop materials and consumables.
- Supervise and assist as needed in props/scenic transfers to and from warehouses, rehearsal halls, and theaters as needed.
- Supervise the touch up, repair, and maintenance of items once show is open.
- Coordinate and assign a properties artisan rotation to be on run crew with the Director of Production
- Maintain a clean, organized, and safe work environment.
- Any other tasks as requested by the Director of Production or Technical Director.

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.