



## **JOB DESCRIPTION/SCOPE OF WORK**

### **PROPS SUPERVISOR Seasonal Salaried**

<b>Immediate Supervisor(s):</b>	Production Manager
<b>Schedule:</b>	TBD
<b>Salary:</b>	\$800-\$900/week, DOE (45 hours)
<b>Housing (if needed):</b>	Information available upon request
<b>Start Date:</b>	June 1
<b>End Date:</b>	July 25

#### **STATEMENT OF JOB:**

The Prop Master will work productively building, acquiring, installing, and striking props for the Mainstage and KIDDSTUFF Seasons.

#### **JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

##### **GENERAL RESPONSIBILITIES:**

- Reporting to work on time, prepared to work
- Follow and practice safe work methods and safety procedures
- Follow procedures and policies in the Seasonal Employee Handbook
- Follow and enforce any and all Hangar Theatre Company and Health Department Guidelines related to COVID-19

##### **SPECIFIC RESPONSIBILITIES:**

- Develop a complete and thorough understanding of all drawings and paperwork for each production and assist in the dissemination of that information
- Create a prop list collected from the script, stage management, and set designer
- Construction, painting, acquisition, and finishing of all properties as needed, including hand props, furniture, furnishings, dressing, and consumables for all productions
- Repairing, upholstering, and refinishing of all properties as needed
- Research of props as necessary for each production
- Organize and supervise the load-in and strike of each production for the department
- Work in conjunction with the Scenic Charge and Technical Director in scheduling shop space
- Pulling of properties from stock as needed
- Transportation of props to and from the theatre and rehearsal as needed
- Provide positive leadership, organization, and communication over the prop department staff
- Supervise and schedule department staff
- Train show crew as necessary
- Organize and maintain the facilities utilized by the department including equipment, supplies, and any stock items
- Oversee safety and well-being of those working in the department and actively participate in and promote a culture of job safety in all work areas
- Adhere to the theatre's safety policies
- Perform routine safety inspections on all major tools and equipment
- Attend Design Meetings, Production Meetings, and technical rehearsals as needed/appropriate
- Order all necessary materials and supplies in a timely manner, track deliveries and submit invoices/receipts and paperwork weekly to Production Management
- Track rentals/loans and ensure a timely return of these items
- Work with Production Management to ensure all shows are completed within deadlines and budgets

- Communicate proactively with designers, stage managers, production management, and other department heads to ensure safe and appropriate implementation of all elements for rehearsal and performances
- Organize and supervise the load-in and strike of each production
- Additional duties as assigned

REQUIREMENTS:

- Outdoor Theatre experience (preferred)
- Ability to read and interpret design drawings to create material and time estimates
- Casting and molding experience
- Extensive experience in properties, including: furniture construction, soft goods, and upholstery.
- Working knowledge of Vectorworks and/or AutoCad and Photoshop
- Excellent organization and research skills
- Knowledge of safe handling and disposal of hazardous materials
- Ideally 3 years experience working in a theatre setting
- Summer theatre experience (preferred)
- Routine lifting up to 50 lbs, occasional work on ladders, scissor lifts, and other personnel elevation devices
- Maturity and understanding of the artistic process and excellent interpersonal, organizational, collaborative, communication and leadership skills
- Valid driver's license with vehicle
- Ability to manage an irregular schedule with a positive attitude
- Ability to supervise, train and work with interns and fellows
- Ability to work on multiple productions within tight timelines and budgets
- Knowledge of industry and OSHA standard safety practices
- Ability to understand the work and needs of the department, anticipate potential problems and propose timely solutions
- Capacity to solve problems and engage in creative thinking about challenges; Ability to brainstorm ideas in a group setting

