



**Weston Playhouse Theatre Company**  
**PROPS MANAGER**  
**Seasonal, full-time**

Reports to: Production Manager & Operations Manager  
Start Date: Mid May  
End Date: Mid September  
Work Week: 6 days, 8-10 hours/day, day off may vary week to week  
Housing: Single room, shared kitchen and bath in company housing

**Responsibilities include, but are not limited to:**

- Oversee the successful engineering, construction, installation and strike of prop, furniture and scenic prop elements for 7 shows on 2 stages, actively participating in prop creation as needed
- Coordinate with Stage Management and other departments as needed to support prop needs in rehearsal; educate SM staff and performers in appropriate usage and operation of specific props
- Acquisition, purchase, rental, and maintenance of all prop elements
- Consistently maintain and organize prop and furniture storage areas
- Work with Production Management to ensure all shows are completed within deadlines and budgets
- Supervise Prop Shop staff which includes Props Assistant and Props Intern, along with occasional other helpers
- Collaborate with Technical Director and Scenic Charge on construction schedules of certain items as needed
- Communicate proactively with scenic designers, stage managers, directors, and other production department heads to ensure safe and appropriate implementation of all prop elements to the satisfaction of the Theatre Company and the production
- Attend all scheduled production and department head meetings
- Order all necessary materials and supplies in timely manner
- Track deliveries and purchases and submit all necessary paperwork to Production Manager
- Oversee safety and well-being of those working in prop shop and actively participate in and promote a culture of job safety in all work areas
- Ensure that personnel are properly trained in operation of machinery and tools and use appropriate personal protective equipment while working in the shop, during load-ins, techs and changeovers
- Research, acquire, and maintain MSDS for products used or stored in the prop shop
- Provide support for special events or company projects as needed

**REQUIREMENTS:**

- Mastery of prop and scenic prop construction and fabrication techniques, carpentry, upholstery, soft goods and crafts skills
- Computer proficiency
- Minimum of 2 years professional experience as Props Master or equivalent
- Excellent inter-personal, organizational, collaborative, communication and leadership skills
- Ability to lift 50 lbs safely and independently
- Proven ability to motivate, manage, educate and coordinate staff members of varying proficiency levels
- Ability to thrive in rural area with limited cell phone service
- Demonstrated experience working on multiple productions within tight timelines and budgets
- Demonstrated knowledge of industry and OSHA standard safety practices
- Ensure proper maintenance and usage of all shop equipment and hand tools

- Ability and willingness to work long days with irregular schedules with positive attitude