



Weston Playhouse Theatre Company
PROPERTIES MANAGER
Seasonal, full-time

Reports to: Production Manager
Start Date: May 13, 2019
End Date: September 29, 2019
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 props, furniture, and set dressing elements for 7 shows on 2 stages, actively participating in prop creation as needed;
- Ensure completion of all props and set dressing elements of each production to the satisfaction of the Theatre Company and Set Designer;
- 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;
- Order all necessary materials and supplies in timely manner; track deliveries and purchases and submit all necessary paperwork to Production Manager;
- 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, Props/Costume Intern, 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;
- 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;
- Minimum of 2 years professional experience as Props Master or equivalent preferred;
- Excellent inter-personal, organizational, collaborative, communication, and leadership skills;
- Interest in mentoring and training up-and-coming technicians;
- Ability to lift 50 lbs safely with assistance;
- 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;
- Valid driver's license with clean driving record; own car with valid, current insurance coverage preferred. Must be willing to use personal vehicle for business purposes if necessary. Mileage will be reimbursed for all business related trips;

- Ability to drive cargo vans and box trucks preferred;
- 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;

Compensation is between \$550-575/ week, housing included.

Weston Playhouse Theatre is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

To apply, send cover letter, resume, and three references to hire@westonplayhouse.org.

For more information check out our website at <https://www.westonplayhouse.org/>