

Job Description

Job Title: Properties Designer	
Reports to: Scenic Designer, Director Responsible to: Production Manager	Mentor: Designated Professional Mentor
Department: KIDSTAGE Summer Independent Production	Supervisor: Designated KIDSTAGE Staff

Position Overview:

In collaboration with Scenic Designer and Production Team, work as a creative problem solver in the creation or acquisition of all hand prop, furniture, and set dressing needs for the Summer Independent Production. Ensure timely progress of projects while setting high standards of professionalism and quality.

Principal Duties and Responsibilities:

- Works directly with directors and Scenic Designer to establish priorities and keep expenditures within predetermined time and budget constraints based on approved final designs.
- Rehearsal props may be checked out from Rehearsal Room B prop storage via KIDSTAGE staff and must be returned to stock promptly.
- Work with the Village Theatre Props Master to borrow select furniture and props.
- Ensures timely delivery of all property elements.
- Collaborates with Director, Scenic Designer and Stage Management to create and update prop lists.
- Determines or approves approaches, procedures, and techniques to create or acquire all hand props, furniture, and set dressing for the production.
- Conducts research and development of unusual properties concepts. Facilitates the creation of prototypes for rehearsals and/or production meetings as necessary.
- Purchases properties materials and supplies needed for the Summer Independent Production
- Keep production manager apprised of build & budget status.
- Coordinate with Technical Director if need assistance from scene shop staff, materials or tools.
- Attends all production meetings, rehearsals and notes sessions.
- Schedule and coordinate properties load-in for the production, communicating with stage crew and stage management regarding instructions and expectations.
- Responds to stage management communication regarding props issues as needed. Advises stage crew regarding maintenance and repair of props as needed.
- Schedules and coordinates properties strike, ensuring responsible return of borrowed/loaned props.

- Maintains accurate records of expenditures and responsibly handle purchasing funds.
- Report all incidents and emergencies to KIDSTAGE staff.
- Communicate and enforce KIDSTAGE Expectations of Behavior. No use of alcohol or tobacco or illegal substances is allowed in and around the Village Theatre buildings.
- Attend strike. Following strike, return all borrowed items in original condition.

Special Skills & Knowledge:

- Computer and internet research skills with specific knowledge of Outlook, Word, and Excel. Knowledge in Photoshop a bonus.
- Basic knowledge of properties construction standards in the theatrical industry. This may include: woodworking, electronics, plastics, casting and molding, and crafts

- Knowledge of history, art history, furnishings, architecture, and theatrical techniques
- Working knowledge of health and safety priorities and practices for the performing arts,
- Mature, positive, and enthusiastic attitude towards the goal of providing the highest quality work possible, in a mutually supportive environment

Education and/or Equivalent Experience Preferred:

- Pursuit or the intent to pursue an undergraduate degree in props, stagecraft, or other related degree

Other Skills, Ability and/or Knowledge:

- High degree of interpretive, interpersonal and communication skills and the ability to work in a “team” environment.
- Ability to instruct, motivate, and collaborate with entire staff in order to produce products that fulfill the artistic and practical needs of each production
- Strong organizational skills
- Strong time & materials estimation skills
- Additional responsibilities as assigned

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.