



Job Title:	Properties Supervisor		
Department/Group:	Production	Reporting To:	Production Manager
Level/Salary Range:	\$425 / wk for 18 weeks	Position Type:	Seasonal
Search Process:	Applications will be evaluated on a rolling basis.	Start Date:	May 22, 2023
To Apply:	Submit letter, resume, and names/contact info for three references to jobs@winniplayhouse.org		

ROLE AND RESPONSIBILITIES

The Properties Supervisor is responsible for pulling, borrowing, purchasing, or creating the hand props, set dressing, and furniture for each production. The person in this position will occasionally supervise a General Technician to complete prop tasks as needed.

Essential Duties:

- Provide rehearsal props/stand-ins required by the script (or per previous communication with Director, Scenic Designer, and/or Stage Manager) for the first day of rehearsal.
- Provide additional rehearsal props/stand-ins within 24 hours of request from Stage Management.
- Build props when needed.
- Pull props, set dressing, and furniture from WPH stock as often as feasible.
- Communicate with other theatres to borrow props, set dressing and furniture when needed.
- Purchase props, set dressing, and furniture when pulling from stock or borrowing is not feasible.
- Create and maintain organized documentation of props being used in each production.
- Create and maintain documentation of borrowed items and coordinate their return by the agreed upon return date.
- Maintain and repair props as needed during rehearsal and the run of all productions.
- Work within a given budget, keep track of all purchases/returns, and submit all receipts in a timely manner.
- Attend strike following the close of each production to lead the strike of props, set dressing, and furniture.
- Serve as a run crew member for 2-3 productions during the season.
- Attend all production meetings.
- Attend technical/dress rehearsals and fulfill requests from Directors and Designers for additional prop elements.
- Keep the prop room tidy and well-organized.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum Physical Requirements:

- This position requires the employee to hear, see, move freely, climb stairs and ladders, work safely at heights, and lift 50lbs or more.

Minimum industry specific qualifications:

- Resourceful and creative with the use of multiple different materials to create a product.
- Able to work independently or as part of a team.
- Comfortable using basic tools.
- Upholstery experience preferred.

Minimum education/experience requirements:

- 1 year of professional experience in technical theatre preferred.
- It is preferable that all applicants have a valid driver's license.

The Winnepesaukee Playhouse is dedicated to inclusive hiring and the principle that art thrives in a diverse environment. All qualified applicants will receive consideration for employment. The Playhouse does not discriminate based on race, color, religion, sex, gender identity or expression, sexuality, national origin, disability, or age.

Last Updated By:	Amanda Dickinson	Date/Time:	01/23/2023
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