**Supervisor:** Production Manager  
**Supervises:** Apprentices in production duties

**Job Purpose:** The Props Manager is a member of the production team dedicated to making the production run smoothly and efficiently within the resources provided. This position focuses on the creation, acquisition and maintenance of all prop elements. Optimism, sense of humor, flexibility, creativity, and resourcefulness will help make a successful Production Manager & Lights and Sound Supervisor.

**Duties and Responsibilities:**
- Oversight and coordination of props
  - Work with Scenic Designer, Director and Stage Management to create and update the prop list for each show
  - Work with Scenic Designer/ Costume Designer (when applicable) to ensure props that are created/ acquired fit the overall design concept for the production
  - Acquire necessary prop elements for production through borrowing, building, or buying
    - Communicate with Directors, Designers and Production Staff to ensure all props maintain the design while fulfilling the needs of the production
    - Communicate with other production departments when prop elements may be crossover pieces to ensure efforts are not being duplicated
    - Communicate with Stage Management to provide prop food/expendables for the run of the show.
  - Find, select, and supervise skilled overhire as need and budget allows
  - Maintain and track the properties budget and expenditures
    - Submit all necessary paperwork for purchases, trades, etc. in a timely manner and to pertinent departments
    - Responsible for accomplishing the duties of the job within the budget
  - Maintain prop storage areas and keep inventory of all items inside
    - Oversee the rental and borrowing of props to outside people and organizations
    - Maintain the website with pictures of all prop items in stock
  - Responsible for safety throughout the process of propping each show
  - Supervise Apprentices in production duties during Load Ins, Strikes, Build, Technical Rehearsals and other projects as assigned
  - Attend Production Meetings, Production Post-Mortems, Technical Rehearsals and Previews as needed
- Assist in other production departments with projects as time and needs allow
  - Examples: build, paint, or install scenic elements; hang, circuit or focus electric or sound elements; sew, knit, or seam rip costume elements
- Participate and help coordinate “Full Company” projects, work calls, meetings and events

**Qualification:**
- Experience in professional technical theater
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- Experience in carpentry, painting, crafting, knowledge of furniture construction and upholstery, knowledge of sewing, paper goods; plus the knowledge and ability to use all of the tools necessary to perform these types of duties
- The ability to read and interpret construction and design drawings are a plus
- Knowledge of Microsoft Office, Adobe Creative Suits (specifically Photoshop and InDesign) is preferred
- Knowledge of historical periods, antiques, and scenic design is a plus
- Time management skills, ability to work well under pressure, and meet deadlines
- Team player with outstanding problem-solving abilities and creative solutions that can work independently
- Ability to manage and oversee a small crew as assigned
- High attention to detail and artistic eye
- Excellent communicator with a sense of humor and an optimistic attitude
- Flexibility, creativity, and resourcefulness all make up the successful Props Master
- Valid driver’s license and access to a registered and insured vehicle

Working Conditions:
- This position is a full-time, salaried, benefits eligible, seasonal position that typically runs from mid-July to early June.
  - This position requires flexibility of schedule; mostly working during the weekday but there are nights and weekends where work is necessary.
  - There is the potential for additions to the normal season and they will be articulated when known
- A desk is provided with a computer and access to printers, a copier, a phone, and wifi enabled internet. Computer will have basic software necessary to research props and to create paper props
- Access to the scene shop and costume shop which have tools necessary to build, craft, and create props
- The work environment is mainly the office area, scene shop, theater, lighting storage, prop storage, and furniture storage.
  - Prop and furniture storage are both in the basement and are not temperature controlled.
  - Storage areas may be dusty and damp.
  - The majority of these locations requires stair access.

Physical Requirements:
- Mobility: ability to stand, bend, crawl, reach, carry, climb ladders, stairs – including while carrying loads of 50 pounds by oneself or 100-200 pounds with two or three people
- Safely lifting and carrying loads of 50 pounds by oneself, lifting 100-200 pounds with two or three people
- Visual acuity to distinguish color, texture and patterns
- Ability to work at heights up to 50’ from the ground.
- Ability to work on top of ladders, lifts, and platforming at various heights.
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Portland Stage Company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics and any other areas protected by law. In addition to federal law requirements, Portland Stage Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.