

POSITION TITLE: Properties Master
REPORTS TO: Technical Director

POSITION: Full time, salary, seasonal, benefited position.

FUNCTION:

- To produce stage properties for Skylight productions and maintain props stock in an efficient and timely manner. Maintain professional and supportive relationship with Skylight staff and employees.

RESPONSIBILITIES:

PROP PRODUCTION:

- Consult with designers and directors in advance to establish parameters for each production regarding expectations, schedules, style, and materials and labor budgets.
- Analyze script and score to develop prop list for discussion with directors and designers. Evaluate preliminary and final prop lists to determine cost feasibility, time required to execute, and potential problems to be resolved. Determine materials and labor costs based on preliminary and final designs.
- Develop clear understanding of the production design and look to ensure proper finish of all pieces. Research period and style of design to assist designers in finding proper answers and alternatives to the needs of the production.
- Construct, purchase, borrow, or adapt from stock all properties or materials for props for each production. Maintain period and style of production through all pieces. Ensure that props meet with directors and designers specifications, are completed in a timely manner and do not exceed budget limitations.
- Assist the designers and directors in assessing the priorities throughout the whole process, keeping them apprised of any problems and offering constructive and appropriate solutions.
- With Technical Director, hire and supervise prop staff, overhire labor, and interns, providing orientation in Skylight safety practices and policies, and other appropriate procedures and policies.
- With Production Stage Manager assist in providing rehearsal props as necessary.
- With Production Stage Manager, set up props storage and prepare final prop lists, organize running instructions and assist in training of run crew and cast.
- Attend production meetings and post production evaluation sessions.
- Attend and participate in technical and dress rehearsals and accompanying notes sessions, and ensure execution of those notes.
- Maintain props and replenish perishable props as necessary during the run of the production.
- Properly care for all research materials and return to designers at the end of the production period.
- Maintain records of each production, including, but not limited to, design sketches, snap shots, prop lists, and final expense summaries.
- Attend all appropriate meetings as necessary, including but not limited to feasibility, production, notes, department, and staff meetings as requested.
- Other duties as assigned.

PROP SHOP ADMINISTRATION:

- Prepare annual goals and objectives and evaluate progress toward results in each area of responsibility.
- Assist Technical Director in preparing annual budget requests, based on specific production requirements, maintenance and acquisition needs.
- Manage prop shop within budget parameters established. Document all expenditures and income and provide reports as required.
- Work with Technical Director to ensure prop shop is adequately supplied and equipment is maintained.
- Keep shop areas clean and uncluttered.
- Work with Technical Director to improve prop shop physical plant and inventory.
- Maintain prop stock in good order. Manage prop storage of off-site warehouse and rental package storage/work areas.
- Handle rentals and borrowing of props. Assure that borrowed and rented items are cared for and returned in a timely manner.
- Oversee prop loans and rentals to other companies. Establish new rental and cost guidelines as necessary.
- Establish working relationships with other prop shops and become familiar with other resources to assure availability of a wide selection.
- Provide props for photo calls and publicity appearances when possible.

- Supervise rental assets including contracting rentals, processing payments, and assigning maintenance and work notes to prop shop staff or casual labor.
- Accept responsibility for appropriate projects relating to The Broadway Theatre Centre facilities and functions.

SKILLS AND TRAINING:

- A BA in theatre or comparable professional experience, with training in technical theatre production including but not limited to basic stagecraft, electrics, prop construction. Training in/understanding of scenic design and period styles
- Must have a valid drivers license and the ability to operate all Skylight fleet vehicles.
- Ability to work within and maintain a budget. Accurately project the materials and labor cost for scenery and lighting. Develop a budget for a full season. Understanding of accounting and bookkeeping practices.
- Working knowledge of a variety of construction methods, materials and techniques including wood, fabric, metal and plastics.
- Comprehensive training in the safe operation of stationary and portable power tools, hand tools, stage rigging and equipment.
- Understanding of the safe and healthful use and disposal of chemicals and other potential hazardous materials.
- Ability/willingness to collaborate and work as a team member, while maintaining a positive attitude with a diverse staff through strong verbal and written communication and organizational skills.

PHYSICAL REQUIREMENTS:

- Must be able to lift 75lbs, and able to climb and work from ladders.
- Must have the vision, hearing and dexterity to safely operate in a construction environment, operate hand and power tools, stage rigging and fine detailing work if necessary.
- This position has irregular hours with regular night and weekend responsibilities.

APPLY:

- Interested and qualified candidates should send a cover letter and resume to DJ Haugen, Director of Production & Facilities at either; 158 North Broadway, Milwaukee WI 53202, or DustinH@SkylightMusicTheatre.org.
- Skylight Music Theatre is an Equal Opportunity Employer, women and minorities are encouraged to apply.
- Please indicate in the cover letter how you heard about this position. **Phone inquiries welcome.**