



Job Title:	Properties Supervisor		
Department/Group:	Production	Reporting To:	Production Manager
Level/Salary Range:	\$425 / wk for 14 weeks	Position Type:	Seasonal
Search Process:	Applications will be evaluated on a rolling basis.	Start Date:	May 27, 2024
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.

Essential Duties:

- Provide rehearsal props specified by the Director, Scenic Designer, and/or Stage Manager for the first day of rehearsal.
- Respond to prop notes/requests in rehearsal and performance reports from Stage Management.
- Obtain all props, furniture and set dressing for each production. This includes pulling, borrowing, purchasing and/or building items.
- 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 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 receipts in a timely manner.
- Participate in all load-ins and strikes.
- Serve as a run crew member for 1-2 shows during the season. Specific shows are assigned by the Production Manager.
- Attend production meetings.
- Keep the prop room tidy and well-organized.
- Occasionally supervise other technicians to assist with prop tasks as needed.
- 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.
- Strong organizational skills and the ability to monitor multiple projects simultaneously.
- Comfortable using basic tools.
- Upholstery experience preferred.

Minimum education/experience requirements:

- 1 year of professional experience in technical theatre preferred.
- It is preferrable 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:	2/12/2024
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