



JOB DESCRIPTION: PROPS RUN CREW HEAD

Rev: 01/2023

Job Title: Props Run Crew Head

Reports To: Props Manager and Stage Management

Department: Production/Props

FLSA Classification: Seasonal Full-Time Non-Exempt or Temporary Full-Time Non-Exempt

Rate: \$17.00- \$19.00 per hour (based on experience), time and a half over 40

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are strongly encouraged to apply.

General Statement of Job Function: The Props Run Crew Head is responsible for the safe, accurate and timely movement, maintenance, storage, management and organization of all prop elements during tech rehearsals and performances on assigned productions. The Props Run Crew Head also supervises and trains props run crew members and apprentices in the safe storage, movement, and maintenance of all production props. In addition, they lend support to the prop shop in the creation, load-in, and strike of all properties elements.

Principle Duties and Responsibilities:

- Complete all assigned prop tracking in a safe, accurate and timely manner during rehearsals and performances.
- Set, prep, preset, store and hand off prop items during performances as assigned by stage management including, but not limited to, assembling/lifting/setting furniture backstage and food preparation.
- Read, understand and follow tech cues described in stage management's run sheets.
- Provide assistance to other departments, most likely during the run of the show, which often includes running motors that drive stage palettes that carries furniture during a performance and costume handoffs.
- Assist the Props Run Crew Head and stage management in updating/documenting shift paperwork and assist in coordinating the shifting and storing all scenic and properties elements.
- Attend and participate in all technical rehearsals, crew calls, technical notes and performances as assigned.
- Perform pre-show and intermission setup and post-show clean up.
- Assist in the maintenance, troubleshooting and repair of damaged prop elements and production equipment, and notify Props Manager when additional assistance is required.
- Participate in the load-in, technical notes and strike of all prop elements.
- Assist in the maintenance, management, and troubleshooting of props storage spaces and tools.

- Utilizing the provided Material Safety Data Sheets, practice safe and appropriate use of common chemical based products found in work/tool box including, but not limited to: Bondo, B-I-N Paint, Spray Paint, Barge, contact cement, spray adhesives, epoxies, etc.
- Work with Stage Management to set the schedule for all crew members.

Other Duties and Responsibilities:

- Assist the prop shop with maintenance and/or creation of prop elements for a production and the occasional cleaning and restocking task.
- Maintain a clean and safe workspace.
- Other duties as assigned

Required Qualifications & Skills: Experience in technical theatre; Knowledge of prop construction, modification and fabrication techniques; Experience in management of stage operations and prop construction; Excellent verbal and written communication skills; High level of organizational skills; Manual dexterity and an aptitude for working with a variety of materials and techniques; Experience with basic hand and power tools; Able to repeatedly climb four flights of stairs while carrying 40 pounds and work long hours during tech periods; Able to stand up to 4-6 hours during tech rehearsal, show run and all performances; Ability to troubleshoot problems in a calm and efficient manner under pressure; Availability nights, weekends, and the occasional Holiday.

Preferred Qualifications & Skills: Basic knowledge of rigging, carpentry, motion control and stage craft techniques; Valid driver's license with safe driving record; Ability to work comfortably at elevations of up to 18 feet; Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge.