



## **JOB DESCRIPTION: ASSISTANT PROPS MANAGER**

Rev: 01/2023

**Job Title:** Assistant Props Manager

**Reports To:** Props Manager

**Department:** Production/Props

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

**Rate:** \$19.00- \$21.00 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 Assistant Props Manager assists the Props Manager with the realization and maintenance of all prop elements for the Goodspeed Opera House, The Norma Terris Theatre, Goodspeed by the River Tent and all assigned Goodspeed events and outside projects.

### **Principle Duties & Responsibilities:**

- Assist in overseeing the creation and acquisition, quality control and completion of all prop elements as specified by Props Manager, Set Designer, Director, and Choreographer within time frame and budget set by Goodspeed.
- Assist in gathering, delivery and occasional build of rehearsal prop items.
- Complete all projects assigned by Props Manager in an efficient, safe and timely manner while maintaining a high standard of quality.
- With Props Manager, analyze, read and interpret the Set Designer's sketches, renderings, and drawings to create assigned props for productions.
- Understand construction methods and material choices for assigned projects, and discuss priority lists with Props Manager before construction.
- With Props Manager's support order, pick up, and acquire all materials needed to complete builds within budget constraints.
- Utilizing the provided Material Safety Data Sheets, practice safe and appropriate use of common chemical-based products found in a scene shop including, but not limited to: Bondo, B-I-N Paint, Spray Paint, Barge, contact cement, spray adhesives, epoxies, etc.
- Maintain a working knowledge of prop stock/inventory and storage facilities.
- Help to supervise work flow through shop, monitor projects and assist staff with meeting project timelines and deadlines.
- Assist in the pull, paperwork, pickup, and return of prop rentals by outside organizations.
- Participate in packing of all prop elements, tools, hardware and materials required for all load-ins and strikes.

- Assist in the maintenance and repair of all show props as necessary.
- Participate in the load-in, technical notes and strikes of all prop elements and set dressing.
- Advise Props Manager of necessary maintenance for all tools used in shop, and depletions in stock of hardware and construction materials.
- Participate in end of day shop cleaning and organization projects as needed.

**Other Duties & Responsibilities:**

- Assist with donation inquiries and help manage desired acquisitions.
- Maintain safety supply inventory, and arrange respirator fittings as necessary.
- When requested and available, fill in backstage as members of the crew for productions in cases of illness or planned absences.
- Maintain a clean and safe workspace.
- Other duties as assigned.

**Required Qualifications & Skills:** Experience in theatrical props construction; Working knowledge of tools and shop safety practices; Strong supervisory skills; Ability to work within tight deadlines and budgets; Experience with safe handling of hazardous shop materials; Advanced knowledge of prop construction, modification and fabrication techniques; Excellent verbal and written communication skills; Manual dexterity and an aptitude for working with a variety of materials and techniques; Self-starting attitude with a commitment to follow through on projects; Ability to lift 30 lbs; Strong proficiency in Adobe Photoshop layout and printing; Able to work long hours during heavy build and tech periods; Periodic availability nights, weekends, and the occasional Holiday.

**Preferred Qualifications & Skills:** Valid driver's license with safe driving record; Comfortable driving a 16' Box Truck; Ability to work comfortably at elevations of up to 18 feet; Strong wood, metal, and finish carpentry skills; Proficiency in all commonly used theatrical construction tools, including but not limited to: measuring and layout tools, portable and stationary woodworking tools, pneumatic tools, metalworking tools, welding equipment, rigging tools, machining tools, and cabinetry tools; Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge; Ability to troubleshoot problems in a calm and efficient manner under pressure.