

Props Manager

Northern Stage, a LORT D 240 seat regional theater in White River Junction, VT, seeks an experienced Props Manager to join the full-time staff. Northern Stage produces a mainstage season, an education season, a New Works festival, and 4-6 other events year-round. This position reports directly to the Production Manager and works closely with scenic designers, directors, and other production department heads in the acquisition and construction of all hand props, furniture, and set dressing.

Responsibilities include but are not limited to:

- Manage daily operations within the Prop Shop, leading the build, load in, and strike of all props for each production and ensuring a healthy work/learning environment for staff and apprentices.
- Generate properties lists, create prototypes, sketches, samples, drafting, and associated documents.
- Work with the Scenic Designer, Director, and Technical Director to keep builds on budget and schedule.
- Maintain properties stock and oversee rentals and loans to outside entities.
- Maintain the cleanliness, organization, and safety of the Prop Shop and storage spaces.
- Work with the Director of Production to hire all Props Department staff.
- Provide onsite Props Department support for staff and creatives during tech/previews.
- Provide and maintain rehearsal props for the duration of each rehearsal process.
- Provide support for events outside the mainstage and education seasons.
- Support other production departments as needed.

Qualifications:

- Recommended 2 years of experience in props management, including budgeting and resource allocation.
- Ability to interpret designer and construction drawings, sketches, and paint elevations.
- Strong problem-solving skills and the ability to approach challenges collaboratively.
- Skill in various technical and artistic disciplines, with strong knowledge of history as it pertains to props.
- Ability to lead a team with varying technical skill levels and knowledge.
- Ability to prioritize, multi-task, and work quickly and accurately with attention to detail. Maintain a positive attitude in stressful environments.
- Eye for safety as it relates to onstage action.
- Proficiency with hand and power tools.
- Basic knowledge of theatrical firearms and weapons safety standards.
- Proficiency in CAD and/or Vectorworks a plus.
- Valid driver's license and ability to drive a box truck.
- Comfortable working at heights in excess of 20 feet in a lift and on a tension mesh grid.
- Ability to safely lift 75 lbs.
- BA or BFA in tech theater properties.

Job Type Full time, with some nights and weekends required

Contract Dates: 11/28/22 - 5/28/23 with possibility for renewal (start date flexible)

Compensation: \$18/h + overtime paid at time and a half

Benefits: Dental, Vision, Life insurance, and PTO. Subsidized housing available for rent through Northern Stage.

How to apply: Submit the following materials via Submittable:

<https://northernstage.submittable.com/submit/242791/props-manager>

- Cover letter
- Resume
- Three (3) professional references
- Portfolio or samples of previous work

We believe the most important and impactful art is made when we consider and commit to inclusion, diversity, equity and access both on and off of our stage. We highly encourage folks who are Black, Native or Indigenous, People of Color, Queer or Trans, Poor or Working Class, Disabled, Young, Elderly, and/or who speak English as a second language to apply. To learn more about Northern Stage, please visit our website: www.northernstage.org.