

San Diego Repertory Theatre



POSITION TITLE: Properties Manager/Artisan
FLSA STATUS: Hourly
REPORTS TO: Production Manager
DEPARTMENT: Production

ORGANIZATION:

San Diego Repertory Theatre (The REP) produces intimate, provocative, inclusive theatre. We promote an interconnected community through vivid works that nourish progressive political and social values and celebrate the multiple voices of our region. We are committed to diversity both on-stage and among our staff and invite interested applicants to review our EDI statement, posted on our web site. We encourage applications from marginalized communities including black, indigenous, people of color, LGBTQIA+, women, neurodiverse, and people with disabilities.

Position Summary

The primary responsibility of the Properties Manager/Artisan is to execute properties designs and set dressings for the REP production(s) they are contracted for. Success in the job will be defined by the ability to execute the job in a timely and efficient manner within budget constraints. As the Properties Manager/Artisan will also be working closely with Directors, Designers and Stage Managers, success in the position will also be defined by the quality of the relationships developed there. The Properties Manager/Artisan reports directly to the Production Manager who will retain final approval on departmental priorities.

This temporary part-time position is hired for each show, but there is potential to work multiple shows in the season.

ROLES AND RESPONSIBILITIES

- Provide Props and Set Dressings as needed for the REP production or festival
- Work with the Directors, Designers Stage Management and Production Manager in the development and execution of Properties and Set Dressings.
- Request any necessary overhire personnel and supervise as needed.
- Provide rehearsal props as requested by Stage Management.
- Load-in props for technical rehearsals.

- Assume responsibility for maintenance of properties design during production run, and coordinate properties maintenance and purchase of consumables with the Stage Manager.
- Inform the Production Manager of material and personnel requirements for the Properties Department and provide lead direction in the acquisition of such requirements.
- Supervise strike of all properties and promptly return all borrowed and/or rented items.
- Attend design, production and staff meetings as required.
- Attend all Technical Rehearsals and Preview performances as required, and instruct running crews in the safe and proper use of props.
- Work with the Technical Director and Production manager to maintain current and accurate budget records of those accounts relative to properties and set dressing.
- Operate within the given budgets; inform Production Manager of any projected overages before they occur.
- Accurately maintain a petty cash fund and purchase logs.
- Coordinate and communicate with Production staff in order to facilitate efficient operations.

EXPERIENCE, KNOWLEDGE, and SKILLS

- 3-5 years of related training/experience in theatrical properties departments.
- Comprehensive knowledge of the methods and problems in multiple production specialties. Comprehensive knowledge of design theory and principles and how they are executed in various production specialties. In depth knowledge of properties creation and production including expertise in various shop tools to do so. Past experience providing and managing properties for various musical genres/styles strongly preferred.
- Experience with shop tools and equipment strongly preferred.
- Demonstrated competency in reading and interpreting stage plots; identify problems and repair props as needed; guide staff in the handling of props; make minor equipment repairs; maintain records.
- Excellent communication skills with experience managing large production crews in a theatrical environment. Broad competency in industry best practices and equipment maintenance requirements. Have the ability to work with minimum supervision and as part of a team under general supervision.

- Strong organizational skills including the ability to set priorities and meet deadlines.
- Excellent interpersonal skills including the ability to communicate effectively with artists, across department and organizational boundaries, and deal effectively with the rentals.
- Ability to perform detailed work with a high degree of accuracy.
- Ability to communicate in a professional, courteous manner in person, by e-mail and by telephone.
- Ability to lift and handle equipment weighing up to 50 lbs. Comfortable working at heights above six feet.
- Must be able to work flexible hours, including evenings, weekends, and holidays, as schedule dictates.

EDUCATION

Bachelor's degree from an accredited institution or equivalent work history is required.

COMPENSATION

This non-exempt part-time position will receive compensation of \$2,000.00-\$2,400.00 per production based on skill and experience.

TO APPLY

Please email your resume, cover letter, and three references to csmith@sdrep.org and tell us why you are the ideal candidate for this specific job.

The REP is an Equal Opportunity Employer (EOE) and will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender identity, genetic information, sex or sexual orientation, or any other protected category in its hiring and employment practices, or in any other aspect of the employment relationship.