

## Props Master

**Dates of Employment:** May 23 – August 11, 2019

**Reports To:** Director of Production

**Supports:** Props Department, Janiec Opera Company

### Summary

The Props Master facilitates a positive and enjoyable Props Shop environment. The Props Department is responsible for completing projects having to do with the construction, restoration, or modification of furniture, set dressing, and hand props using a variety of materials and methods. Holistic effective communication and dissemination of information is essential to the successful execution of this position.

### Duties and Responsibilities

- Maintain a safe, educational, and productive prop shop.
- Train each props department member in proper safety procedures in conjunction with the Technical Director and Props Master.
- Ensure excellence and quality of work.
- Oversee Props Apprentices, and work-studies in the workspaces in an educational manner.
- Build necessary furniture/set dressing/hand prop pieces needed for a production.
- Repair and/or modify stock items needed for a production.
- Stewardship of tools and supplies in your work area.
- Assigned organization and improvement of stock.
- Regular communication with Scenic Designer and Technical Director to accurately realize the creative vision of the design.
- Create and update props lists.
- Be prepared to assist other crews/departments at the end of season strike until dismissed by Production Management.
- Update and maintain props inventory.

- Attend all load- ins and outs.
- Run shows as required.
- Attend regular production meetings.
- Other duties as assigned by supervisor.
- Supervised by the Director of Production.

### **Qualifications**

- Strong communication skills.
- Highly motivated.
- Good attitude and work ethic.
- Willingness to take ownership of your position and not blame other staff members or outside circumstances for your degree of success on individual tasks and on your position as a whole.
- Able to take instruction and feedback from supervisors and use it to improve your job performance.

### **Requirements and Compensation**

- Complete satisfactory background check
- Must have valid state driver's license and possess a clean driving record
- The Props Master includes a season stipend paid bi-weekly, full board, and on-campus housing

Review of applications will begin on **January 1, 2019** and continue until the position is filled. Applications are made through email only. Interested parties should send a cover letter, resume and references to:

**Andrea Boccanfuso**

*Director of Production*

Brevard Music Center

[aboccanfuso@brevardmusic.org](mailto:aboccanfuso@brevardmusic.org)

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