

# **ASSISTANT PROPS - JOB DESCRIPTION**

The Assistant Props Person will be self-motivated, possess good organizational and time management skills, plus have excellent communication skills and the ability to remain calm in stressful situations. The ideal candidate will have a calm and flexible outlook and be diplomatic in dealing with IATSE Crews, Touring Crews, Casts, Stage Managers, Administration and all other staff.

Reports to: Venue/Facilities Personnel, Touring Head Props, House Head Props, and House Head Carpenter.

The Assistant Props House Position is responsible for assisting the Touring/Show Head Props Person and House Head Props Person with a safe and efficient Load-in and Load-out of Show Props, Dance Floor, Orchestra Pit and Hospitality. Assist in utilizing and managing an IATSE Prop Crew during load-in and Load-out. Setup and storage of orchestra pit equipment as needed by the Show and Venue. Overall cleanliness of the stage house and backstage areas in the way of sweeping and mopping of stage floor surfaces. The safe, accurate and timely movement, maintenance, storage, management and organization of all prop elements during tech rehearsals and performances on touring and local productions. 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 Touring/Show/House Head Props and/or Stage Management including, but not limited to, assembling/lifting/setting furniture, hand props and other items as assigned backstage. Be able to read, understand and follow tech cues described in Stage Management's/ Show Props Running Sheets. Assist in the maintenance, troubleshooting and repair of damaged prop elements and production equipment. Assist in the maintenance, management, and troubleshooting of Venue/Facilities props storage spaces, equipment and tools. Utilizing the provided Safety Data Sheets, practice safe and appropriate use/storage of common chemical based products found in work/tool box. Maintain a safe, hygienic and clean workspace.

## **QUALIFICATIONS/REQUIRED SKILLS**

- Minimum of five (2) years experience as a Props Artisan and/or Props Person working for a professional company or venue.
- Knowledge of Prop construction, modification, and fabrication techniques.
- Knowledge of materials for construction of prop equipment and other material that might be used to create and modify the fabrication there of.
- Experience with Apple and Windows based computers, word processing and spreadsheet software.
- Knowledge and Understanding of Safety Data Sheets.
- Ability to work under tight time constraints and production turn arounds.
- Ability to communicate effectively in writing and speech.
- Ability to problem solve and think on your feet.
- Ability to lift heavy objects (over 50lbs) safely and carry them distances of over 100 ft.
- Ability to work at heights and climb ladders and use personnel lifts.
- Ability to work with all types of personalities and individuals.

## **SUGGESTED SKILLS**

- First Aid and CPR certification
- OSHA 10 certification.