Job Title: Props Manager
Designation: Regular Part-Time (RPT), In-person
Hours: Approximately 40-50 hours/month
Classification: Non-Exempt
Compensation: $10,000/yr
Supervisory Structure: Reports to the Production Manager and Artistic Director

Job Description: The Props Manager is responsible for procuring or producing all props for theatrical productions and maintaining and supervising props shop and storage inventory throughout the season. The Props Manager's duties will include: developing a props list; budgeting for all props; acquiring necessary rehearsal props; attending production meetings and other meetings as needed; shopping as necessary; building props as necessary; providing, organizing, all props for all technical rehearsals, dress rehearsals, previews, and all performances; the dismantling and returning of all the properties at the end of the run of the production. They are also responsible for the tracking and accounting of the budget for the props for the production. The Props Manager will work closely with the scenic designer and scenic charge to fully and successfully complete the properties as designed for the production. The Props Manager will also help facilitate any requests from the Education or Film department and will be responsible for procuring or producing all props for Project Constellation.
The Props Manager is responsible for creating and maintaining Constellation's prop inventory in an online system (Sortly or similar) that is accessible to other departments or potential renters.
The Props Manager is required to participate in regularly scheduled staff meetings when requested by the Production Manager, Artistic Director or Managing Director.

Standard Production Responsibilities:

Pre-Rehearsal Process
The Props Manager will:
> ● Work with the scenic designer, director, and stage manager to develop a full list of all props for the production. This will include all hand props, set props, furniture (both functional and dressing), consumable props (food, cigarettes, etc.) and set dressing (including curtains, pictures, lighting fixtures, plants, etc.). It is the Props Manager responsibility to compile, organize, publish and distribute the completed list by the due date.
> ● Evaluate time needed for build and sourcing of props and delegate responsibilities to interns and prop artisans to complete tasks in a timely manner.
> ● Under supervision of the Production Manager, work with the scenic designer, scenic charge, and resident carpenter to determine how to execute, purchase, or build all items as necessary and determine if further drawings or research need to be provided for any elements of the design.
> ● Set a request form due date and issue the director a rehearsal requests form in order to be prepared for the start of rehearsals.

Rehearsal/Build Process

During the period of time in which the props are built, the Props Manager will:
- Keep in communication with stage managers about ongoing rehearsal needs and continuing changes to the props list.
- Keep in communication with the scene designer and scenic charge about ongoing changes in the props list build
- Schedule work time in the shop as needed for research, building, refurbishing, shopping, painting, etc. for the props for the production.
- Acquire/build/paint and make functional all props on the props list unless otherwise assigned.
- Attend all scheduled production meetings and be prepared to discuss progress.

Load-In/Tech Rehearsal Process

Prior to the first technical rehearsal, the Props Manager will:
- Oversee props load-in to the theater.
- Work with the stage management team to organize the backstage props spaces and tables.
- Review and advise on tracking list of props movements and needs for the running of the production (created by and owned by the stage management team).

During the technical rehearsal phase of production, the Props Manager will:
- Be prepared with all show props for first and subsequent technical and dress rehearsals (all props delivered as expected for stage management team to set).
- Be present at all Tech Rehearsals to work with stage management on a run of show plan, as well as a consumables replacement schedule and cleaning/maintenance schedule.
- Attend the post-rehearsal production meeting and receive notes from the director and respond and develop a priority list for the completion of the props.

Run of Production Process

During the run of the show, the Props Manager is:
- Responsible for responding to all notes given in rehearsal reports in a timely manner
- In charge of maintaining all props and consumables throughout the run.
- Expected to work with Stage Management to plan and execute the running of the props department. The Prop Manager will train and demonstrate any necessary elements of the design to be executed by run crew members.

Strike Process

For the strike of a production, the Props Manager is responsible for:
- Returning or arranging returns for all borrowed or rented props for the production.
- Removing all props from the stage and storing, dismantling, cleaning and returning all props for the production.
- Updating inventory system with any changes to props and equipment as they are stored.

<u>Desired Skills:</u>
- Proficiency with sewing, carpentry, painting and foam carving
- Strong craft skills
- Ability to learn new software such as Sortly for inventory management

<u>Required Skills:</u>
- Resourceful and creative approach to sourcing and/or building props
- Ability to track purchases and work within budget
- Clear and timely communication with production team
- Strong organizational skills to maintain inventory utilizing
- Valid Driver's license
- Fluency with Google workplace tools (email, calendars, drive, etc.)

<u>Physical Requirements</u>
Ability to perform the following tasks with or without reasonable accommodation
- Participate in long workdays
- Use computers for communication and production work
- Traverse up and down stairs in a building without elevators
- Reach and lift objects up to 50 lbs overhead to store and/or retrieve bins from shelves
- Stooping or crouching to retrieve objects from lower shelves.

Key Dates:
Production Schedule

Next to Normal
- First Rehearsal: 8/12/25
- Designer Run: 8/27/25
- Tech Start Date: 8/29/25
- Sunday of tech: 8/31/25
- Final Dress/Photos: 9/3/25
- First Preview: 9/4/25
- Opening: 9/5/25
- Closing: 9/21/25

You're a Good Man, Charlie Brown
- First Rehearsal: 10/7/2025
- Designer Run: 10/22/2025
- Tech Start Date: 10/24/2025
- Sunday of tech: 10/26/2025
- Final Dress/Photos: 10/28/2025
- First Preview: 10/29/2025

- Opening: 11/1/2025
- Closing: 11/16/2025

A Christmas Story
- First Rehearsal: 11/10/2025
- Designer Run: 12/3/2025
- Tech Start Date: 12/4/2025
- Sunday of tech: 12/7/2025
- Final Dress/Photos: 12/9/2025
- First Preview: 12/10/2025
- Opening: 12/12/2025
- Closing: 1/4/2026

An Act of God
- First Rehearsal: 12/1/25
- Designer Run: 12/10/2025
- Tech Start Date: 12/10/2025
- Sunday of tech: 12/14/2025
- Final Dress/Photos: 12/17/2025
- First Preview: 12/18/2025
- Opening: 12/19/2025

- Closing: 12/30/2025
- Poss. Extension: 1/4/2026

- Closing: 6/21/2026

Seance
- First Rehearsal: 1/19/2026
- Designer Run: 1/21/2026
- Tech Start Date: 1/22/2026
- Sunday of tech:1/25/2026
- Final Dress/Photos: 1/28/2026
- First Preview: 1/29/2026
- Opening: 1/30/2026
- Closing: 2/15/2026

Da Vinci Code
- First Rehearsal: 3/3/2026
- Designer Run: 3/18/2026
- Tech Start Date: 3/20/2026
- Sunday of tech: 3/22/2026
- Final Dress/Photos: 3/25/2026
- First Preview: 3/26/2026
- Opening: 3/27/2026
- Closing: 4/12/2026

Finn
- First Rehearsal: 4/7/2026
- Designer Run: 4/22/2026
- Tech Start Date: 4/24/2026
- Sunday of tech: 4/26/2026
- Final Dress/Photos: 4/28/2026
- First Preview: 4/29/2026
- Opening: 5/1/2026
- Closing: 5/17/2026

Another Revolution
- First Rehearsal: 5/12/2026
- Designer Run: 5/27/2026
- Tech Start Date: 5/30/2026
- Sunday of tech: 5/31/2026
- Final Dress/Photos: 6/3/2026
- First Preview: 6/4/2026
- Opening: 6/5/2026