



PROPERTIES MASTER

Triad Stage is a not-for-profit theater serving North Carolina's Piedmont Triad region. Now in its 19th season, Triad Stage produces professional live theater in Greensboro and Winston-Salem. Triad Stage is guided by its Core Values: Excellence, Artistic Risk, Imagination, Community, Learning, Inclusion, Collaboration, Rejuvenation, A Southern Voice, and North Carolina. Triad Stage is embracing an organizational model of led collaboration and seeks to be a Vitally Welcoming theater.

The Properties Master will plan and execute the purchasing, borrowing, pulling, construction, painting, and/or finishing of all properties and set decoration for theatrical productions and events at Triad Stage in collaboration with the Scenic Designer, Director, and Stage Manager. Ensuring the successful interpretation, design, creation and acquisition of all properties and set dressing in a timely, safe, and well executed manner. They will maintain the tools and equipment of the Props Shop, as well as keeping the props storage organized. The Properties Master will serve as a supervisor and mentor for the Properties Apprentice during the Season. The Properties Master is also responsible for the supervision, tracking, and recognition of the Season's properties budget.

The Properties Master specific responsibilities include, but are not limited to:

- Research, interpretation, and implementation of designs for all properties and set dressings for Triad Stage productions and events.
- Ability to read, interpret, estimate, and build from a designer's drawings, sketches, photos, video, etc.
- Become familiar with script, design concepts and construction drawings in order to efficiently address questions from rehearsal and overhire.
- Research, shop, build, create, modify and install props, special effects and set dressing to convey the designer's vision, meet the functional requirements of the play and ensure durability and safety standards.
- Read rehearsal reports, production/show reports, rehearsal schedules and production calendars. Follow up on and complete applicable notes and communicate information to the appropriate staff.
- Manage props budgets and ensure timely and accurate review of all budget reports for the props department.
- Take an active and positive role in setting and maintaining the levels of production craftsmanship and artistic excellence.
- Be in attendance for all department head meetings, design meetings, productions meetings, technical rehearsals, dress rehearsals, and previews, as required.

- Coordinate and execute the load-in and load-out of all properties and set dressings for rehearsals in the rehearsal hall and for the production in the theater.
- Ensure sufficient stock of all shop materials and consumables are maintained for the Props Shop and during a run of a production.
- Help troubleshoot technical notes and problems as they come up.
- Supervise the touch up, repair, and maintenance of properties and set dressing once the production is open.
- Take a lead role and be pro-active in providing a safe working environment, including managing and training on equipment, record keeping, incident reporting.
- Responsible for keeping high morale, dedication to a high quality of work, sense of pride in the forefront of all crews and over hire staff for all departments.
- Any other tasks as requested by the Director of Production.

An ideal candidate will have a(n):

- Knowledge and skills in a variety of disciplines including, but not limited to, woodworking, furniture building and restoration, welding/metalworking, foam, casting, electronics, sewing, upholstery, drapery, painting and finishing, special effects, graphics, paper props, weaponry and crafts.
- Knowledge of advanced construction techniques, tools and materials to produce functional, durable props and set dressing.
- Ability to create working props from written and verbal information as well as visual images.
- Ability to creatively problem solve in order to meet the artistic needs of the show within time and financial requirements.
- Ability to work well under pressure and respond calmly and efficiently to frequent changes during the production and rehearsal process.
- Ability to work on multiple projects and meet deadlines.
- Ability to work both independently and collaboratively with members of the production department and other departments to ensure proper development and completion of props.
- Ability to effectively communicate by asking informed questions, relaying information to others, and effectively giving and receiving criticism.
- Understanding of safety procedures to maintain a safe working environment.
- Skill in repair and maintenance of standard shop equipment.
- Ability to frequently lift, carry or otherwise move and position objects weighting up to 50 lbs.
- Ability to work on ladders, at heights, and in hard-to-reach places.
- A valid driver's license and personal vehicle
- Ability and comfort in driving large vehicles including cargo vans and box trucks

Reports to: Director of Production

Triad Stage has a core value of Inclusion and is actively seeking to diversify its staff. Salary commensurate with experience. For consideration please send cover letter, resume, and references as PDFs to: jobs@triadstage.org.

