

SEATTLE OPERA.

PROPERTIES MASTER

Seattle Opera is accepting applications for the position of Head of Properties/Properties Master. The Head of Properties is a union position and must be a member of IATSE Local 15. The Seattle Opera's season is generally in operation from July – May. The Head of Props is a department head position, responsible to the Technical Director, and falls under the purview of the Master Stage Carpenter.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Supervise department assistants (two) as well as any additional prop crew assigned on a show by show basis.
- Work with assigned technical staff to prepare all properties for rehearsals and performances.
- Generate pre-production props lists
- Supervise the onstage handling of all properties, orchestra set-ups, and operation of assigned special effects.
- Manage running operations and assign crew for smooth and safe show run.
- Maintain records and operational notes per production.
- Collaborate with production designers, directors and technical director for creating production properties.
- Manage building and buying for production properties, researching materials and period within budget identified by Technical Director.
- Manage Petty cash and work within established show budgets under the direction of the Technical Director.
- Manage buying materials for prop department to ensure proper inventory is maintained under budgetary supervision of Technical Director
- Ensure all equipment is maintained and safe.
- Coordinate crew calls and cutbacks with other department heads and the Technical Director.
- Coordinate with the Master Carpenter the compilation of applicable payrolls.
- Supervise all properties personnel and maintain smooth running of the department.

- Responsible for maintenance and inventory of all props in warehouse.
- Submit estimates of personnel and materials requirements for construction and/or repair as well as special projects in a timely manner.
- Maintain working conditions in SO facilities and the Opera House consistent with current State and Federal Safety Regulations. Report any unsafe conditions immediately to the Technical Director.
- Maintain a clean and orderly work environment in SO facilities and onstage in areas under your direct supervision.
- Keep the Technical director informed of trucking needs relative to movement of properties
- Maintain an open flow of communication among prop staff and technical director.
- Submit all necessary paperwork for purchases in a timely manner
- Oversee the rental and borrowing of props to outside people and organizations

THE CANDIDATE

The successful candidate will have five or more years of professional work experience in a shop/theatre environment as a senior builder, preferably with supervisory experience. The candidate will enjoy collaborating with designers, directors, other heads of department, stage management, technical management and performers. The candidate will have a comprehensive knowledge of theatrical building practices in soft goods, paper, wood, metal and of traditional and new materials. The candidate will be a problem solver, creative thinker and will have the ability to work in a team environment. The candidate should be a member in good standing with I.A.T.S.E. or be willing to join Local 15. The candidate must have a valid driver's license.

CONTACT

Qualified candidates are invited to submit a cover letter and resume to russ.crosbie@seattleopera.org with the subject Properties Master in the subject line, or mailing to 363 Mercer Street, Seattle, WA 98109. No phone calls please. Seattle Opera is an Equal Opportunity Employer. The closing date for this position is June 7, 2019