

SEATTLE OPERA.

PROPERTIES ASSISTANT

Seattle Opera is accepting applications for the position of **Properties Assistant**. This is a non-exempt hourly position that reports to the Props Master. Pay range is \$30 to \$31 per hour

Seattle Opera is committed to racial equity and to dismantling historic barriers of oppression. People of Color are encouraged to apply and audition for all Seattle Opera job opportunities. Learn more about our Commitment to Equity and our three-year Racial Equity and Social Impact Plan at www.seattleopera.org/equity.

DEPARTMENT: Production

Summary: Supports the Props Master with planning, coordinating & delivery the daily operations of the department.

The position supports the prop department by performing a wide range of tasks including production run crew, Warehousing, Shipping and Receiving, Trucking and Transportation coordination as well as work supporting the performing artists and guest artistic staff.

The Prop assistant supports the Prop Master by reviewing props list, rehearsal notes, prop running paperwork, orchestra pit plots, and all additional necessary information. A comprehensive knowledge of theatrical building practices in soft goods, paper, wood, metal and of traditional and new materials is required.

The prop assistant actively participates in the preparation, construction, and maintenance of props for each production, as well as load-ins, load outs, all technical rehearsals, performances, and strike back/restores for both the mainstage, Programs and Partnerships programs. Additionally they will support warehouse calls, and opera center activities as required. They must execute all assignments in a timely manner to ensure that critical deadlines are met, and that each production proceeds in a consistent and orderly manner.

PRINCIPAL ACCOUNTABILITIES:

- Works with assigned technical staff to prepare all properties for rehearsals and performances.
- Assists Prop Master with generating pre-production props lists
- Participates in the handling of all properties, orchestra set-ups, and operation of assigned special effects.

- Runs assigned operation tracks for smooth and safe show run.
- Supports the Prop Master in maintaining records and operational notes per production.
- Collaborates with production designers, directors, the props master and technical director for creating production properties.
- Assists with the building of production properties, researching materials and period.
- Supports Prop Master in ensuring equipment and tools are safe and regularly maintained.
- Supports Prop Master in warehouse prop maintenance and inventory.
- Supports Prop Master with generating estimates of personnel and material requirements for construction and/or repair as well as special projects.
- Maintains working conditions in SO facilities and the Opera House consistent with current State and Federal Safety Regulations. Reports any unsafe conditions immediately to the Prop Master & Technical Director.
- Maintains a clean and orderly work environment in SO facilities and onstage in areas.
- Supports and participates in an open flow of communication among prop staff and technical director.
- Assists with the procurement, setup, and cleanup of the hospitality room.

MINIMUM REQUIREMENTS: Bachelor's degree or equivalent work experience.

EXPERIENCE: Minimum four years' experience working as a professional prop artisan for a major theater, opera, ballet or touring company.

SKILLS: A successful candidate will have experience with wood, metal, fabric and mixed media building, a basic understanding of stage eclectics and wiring, a working understanding of stage special effects and the ability to read and follow technical drawings. They will be able to work independently as well as part of a team. They must be reliable, exercise good judgement, be able to multitask, and have high attention to detail.

Preferred skills include: effective communication skills - both written and verbal - and strong organization skills, as well as familiarity with Microsoft Office Suite and Outlook. Experience driving a box truck. Experience with digital design and photo editing is a plus.

SPECIAL REQUIREMENTS: Must be able to work evenings and weekends as required for Production Department projects. Must be able to lift 75lbs. Must have a valid driver's license and access to transportation. All Seattle Opera Stage Crew are members of a collective bargaining unit represented by IATSE local 15.

CONTACT

Qualified candidates are invited to submit a cover letter and resume by email to jobs@seattleopera.org with "Properties Assistant" in the subject line. Please submit your interest in this position no later than August 7, 2021.