



## **JOB DESCRIPTION: PROPS ASSISTANT**

Rev: 12/2024

**Job Title:** Props Assistant

**Reports To:** Props Manager

**Department:** Production/Props

**FLSA Classification:** Seasonal Full-Time Non-Exempt

**Rate:** \$19.50 per hour, Time and a half over 40

Goodspeed Musicals is committed to cultivating an environment where equity, diversity, inclusion, accessibility, and belonging are experienced at all job levels throughout our organization. Goodspeed is proud to be an Equal Opportunity Employer, and aims to have diverse staff that is representative of all theatre makers. BIPOC (Black, Indigenous, and People of Color), LGBTQIA+, and people with disabilities are strongly encouraged to apply.

**General Statement of Job Function:** The Props Assistant assists the Props Manager with the realization, maintenance, and management of all prop elements for the Goodspeed Opera House, The Norma Terris Theatre, and all assigned Goodspeed events and outside projects.

### **Principle Duties & Responsibilities:**

- Assist in overseeing the creation and acquisition, quality control, and completion of all prop elements as specified by Props Manager.
- Assist in gathering, delivery and occasional build of rehearsal prop items.
- Complete all projects assigned by Props Manager in an efficient, safe, and timely manner while maintaining a high standard of quality.
- Assist Props Manager in overseeing prop assignments, builds, and deadlines.
- Understand construction methods and material choices for assigned projects, and discuss priority lists with the Props Manager before construction.
- With Props Manager's support, order, pick up, and acquire all materials needed to complete builds.
- Perform props research and create reference lists as requested by Props Manager
- Maintain inventory for and a working knowledge of prop stock, and storage facilities.
- Help to supervise work flow throughout the shop, monitor projects, and assist staff with meeting project timelines and deadlines.
- Assist in the pull, paperwork, pickup, and return of prop rentals by outside organizations.
- Participate in packing of all prop elements, tools, hardware and materials required for all load-ins and strikes.
- Assist in maintaining and repairing all show props as necessary.
- Participate in the load-in, technical notes and strikes of all prop elements and set dressing.
- Perform assigned end of day tasks as needed, such as shop cleaning and project organization.
- Ability to collaborate and take instructions set forth from Designers and Props Manager.
- Maintain a clean, safe, respectful, and collaborative work environment.
- Foster a positive and collaborative work environment by resolving conflicts between employees, including addressing interpersonal issues, mediating disputes, and facilitating open communication to ensure a harmonious team dynamic.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities, cultivating and maintaining positive relationships, employing discretion, diplomacy, and tact, seeking the positive in all situations.



- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines, identifying priorities and making good decisions with a minimum of information, and staying relaxed and proactive when things are uncertain.
- A commitment to an equitable work environment, which includes use of gender inclusive language, support for individual gender expression, racial equity and intergenerational collaboration, accessibility for people with disabilities, and cultural sensitivity.

**Other Duties & Responsibilities:**

- Maintain safety supply inventory, and arrange respirator fittings as necessary.
- When requested and available, fill in backstage as members of the crew for productions in cases of illness or planned absences.
- Practice safe and appropriate use of common chemical-based products found in a scene shop including, but not limited to: Bondo, B-I-N Paint, Spray Paint, Barge, contact cement, spray adhesives, epoxies, etc.
- Other duties as assigned.

**Required Qualifications & Skills:** Experience in theatrical props construction; Working knowledge of tools and shop safety practices; Strong supervisory skills; Experience with safe handling of hazardous shop materials; Advanced knowledge of prop construction, modification and fabrication techniques; Excellent verbal and written communication skills; Manual dexterity and an aptitude for working with a variety of materials and techniques; Self-starting attitude with a commitment to follow through on projects; Ability to lift 30 lbs; Valid driver's license with safe driving record; Comfortable driving Transit Van; Able to work long hours during heavy build and tech periods; Periodic availability nights, weekends, and the occasional Holiday.

**Preferred Qualifications & Skills:** Ability to work comfortably at elevations of up to 18 feet; Strong proficiency in Adobe Photoshop layout and printing; Strong wood, metal, and finish carpentry skills; Proficiency in all commonly used theatrical construction tools, including but not limited to: measuring and layout tools, portable and stationary woodworking tools, pneumatic tools, metalworking tools, welding equipment, rigging tools, machining tools, and cabinetry tools; Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge; Ability to troubleshoot problems in a calm and efficient manner under pressure.