



## **JOB DESCRIPTION: PROPS RUN CREW HEAD**

Rev: 12/2024

**Job Title:** Props Run Crew Head

**Reports To:** Props Manager

**Department:** Production/Props

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

**Rate:** \$19.00 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.

*Please be advised that the current representation for this position is under IATSE Local 84. The benefits outlined will apply until a formal agreement is reached between IA and Goodspeed. It's important to note that these benefits may be subject to adjustments based on the outcome of ongoing negotiations. Do not need to be union to apply.*

**General Statement of Job Function:** The Props Run Crew Head is responsible for the safe, accurate, and timely movement, maintenance, storage, management, and organization of all prop elements during tech rehearsals and performances on assigned productions. The Props Run Crew Head also supervises and trains props run crew members in the safe storage, movement, and maintenance of all production props, as well as lending support to the prop shop in the creation, load-in, and strike of all properties elements.

### **Principle Duties and Responsibilities:**

- Complete all assigned prop tracking in a safe, accurate, and timely manner during rehearsals and performances.
- Set, prep, preset, store, and hand off prop items during performances as assigned by Stage Management including, but not limited to, assembling/lifting/setting furniture backstage and food prep.
- Read, understand, and follow tech cues described in Stage Management's run sheets.
- Assist Stage Management in the creation of a run sheet as well as updating/documenting shift paperwork and assist in coordinating the shifting and storing all scenic and properties elements.
- Provide assistance to other departments, most likely during the run of the show, which often includes driving stage palettes carrying furniture during a performance and costume handoffs.
- Attend and participate in all technical rehearsals, crew calls, technical notes, and performances as assigned.
- Perform pre-show and intermission setup and post-show clean up.
- Assist in maintaining, troubleshooting and repairing damaged prop elements and production equipment, and notify Props Manager when additional assistance is required.
- Participate in the load-in, technical notes and strike of all prop elements.
- Assist in the maintenance, management, and troubleshooting of props storage spaces and tools.
- Practice safe and appropriate use of common chemical based products found in work/tool box including, but not limited to: Bondo, B-I-N Paint, Spray Paint, Barge, contact cement, spray adhesives, epoxies, etc.
- Work with Stage Management to set the schedule for Props Crew members.



- 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 and Responsibilities:**

- Assist the prop shop with maintenance and/or creation of prop elements for a production as well as other occasional tasks including restocking and cleaning the shop.
- Other duties as assigned

**Required Qualifications & Skills:** Experience in technical theatre; Knowledge of prop construction, modification and fabrication techniques; Experience in management of stage operations and prop construction; Excellent verbal and written communication skills; High level of organizational skills; Manual dexterity and an aptitude for working with a variety of materials and techniques; Experience with basic hand and power tools; Able to repeatedly climb four flights of stairs while carrying 40 pounds and work long hours during tech periods; Able to stand up to 4-6 hours during tech rehearsal, show run and all performances; Ability to troubleshoot problems calmly and efficiently under pressure; Availability nights, weekends, and the occasional Holiday.

**Preferred Qualifications & Skills:** Basic knowledge of rigging, carpentry, motion control and stagecraft techniques; Valid driver's license with safe driving record; Ability to work comfortably at elevations of up to 18 feet; Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge.