

# CREEDE REPERTORY THEATRE

*your theatre, always*

## Properties Master

**Reports to:** Production Manager

**Supervises:** Props Carpenter, Props Artisan

**Job Type:** Seasonal, Salaried, Exempt

**Ideal Contract Dates:** May 1<sup>st</sup> through August 25<sup>th</sup>

### Essential Duties and Responsibilities

- Work with the Scenic Designer to collaborate on product design and execution.
- Research and plan the construction of props, having familiarization with a large variety of building materials and construction techniques including cabinetry, scene painting, hand and machine stitching, soft good construction, upholstery, mold making and casting, floral arranging, paper goods graphics and construction, fine carpentry woodworking and furniture construction, MIG welding, and scenery carpentry.
- Create and maintain a props budget over the course of the season, working to use inventory and using rentals as needed.
- Track and catalog any prop rentals used by CRT and plan their return at the end of their use.
- Communicate with stage management and the Technical Director on rehearsal notes and rehearsal props.
- Arrange the transportation of rehearsal and show props to and from location as needed.
- Attend all design meetings, production meetings, shop head meetings, designer runs, technical rehearsals and previews.
- Working with the Technical Director, create a productive and safe scenic shop work environment.
- Maintain and care for any CRT vehicle assigned to the props department.
- Participate in load in and strike of CRT's productions as well as assisting in the completions of prop notes and changeover as needed.
- Participate in any special company functions or publicity functions required by CRT.
- Perform any other reasonable duties as assigned by your supervisor or staff supervisor that should be necessary to meet the needs of CRT and your department.

### Qualifications, Experience and Skills

- Minimum three years of props experience.
- Must have strong organizational, communication and interpersonal skills.
- Have the ability to use Microsoft Office and other office software.
- Have strong leadership abilities and be able to lead a diverse team of professionals.
- Show enthusiasm to work and create a respectful, inclusive and fast pace environment.
- Must be able to lift 50 pounds' safely.

## **About Creede Repertory Theatre**

Founded in 1966, Creede Repertory Theatre (CRT) is a professional theatre company located at 9,000 feet in a spectacular location in the San Juan Mountains of Colorado. The historic town of Creede offers beautiful mountain views, hiking trails and stunning campsites. Each season, CRT produces 7-10 plays in rotating repertory, hosts numerous musicals events and concerts, develops new works through the Headwaters New Play Program, and creates nationally recognized educational programs. As part of its values, Creede Repertory Theatre is dedicated to Equity, Diversity, and Inclusion in every aspect of the company and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

## **How to Apply**

To apply for this position or any other production position at Creede Repertory Theatre, visit [www.creederep.org/work-at-crt/](http://www.creederep.org/work-at-crt/) between November 1<sup>st</sup> through February 15<sup>th</sup>. Please no phone calls.