



PROPERTIES MASTER / MISTRESS

ABOUT US

The Saugatuck Center for the Arts (SCA) is a non-profit arts and cultural organization serving West Michigan's lakeshore community. We offer year-round live performances, classes, and workshops for adults and children, outreach programs, festivals, exhibitions, a Farmer's Market, and professional theatre in the summer through Mason Street Warehouse (MSW), an Equity theatre company.



JOB DESCRIPTION

The Properties (Props) Master/Mistress shall work alongside professional theatre personnel. He or she shall perform each and every duty and obligation with due diligence and to the best of his/her knowledge, skill, judgment, and ability. The Props Master/Mistress is expected to devote such amounts of time, energy and skill as may be necessary to perform the duties required hereunder. Hours are dependent on performance times and include some nights and weekends.

Opportunities, duties and responsibilities include, but are not limited to:

- Providing and maintaining all rehearsal and performance properties
- Tracking all borrowed and rented props and returning them promptly after the productions
- Attending weekly production meetings
- Attending tech rehearsals and Designer Run-thru rehearsals as requested
- Coordinating with the Technical Director, Set Designer, Director, Production Stage Manager and Producer to determine responsibilities for various pieces
- Keeping work areas clean and organized
- Taking inventory and updating company props records
- Returning all props to correct storage locations immediately after the production is completed
- Troubleshooting any issues that arise during the production run and replacing/repairing properties as necessary
- Working within pre-determined budgets, submitting receipts and relative accounting records in a timely (weekly) fashion
- Meeting with theatre personnel, the Producer, the Board of Directors and/or others as designated by the Artistic Director

REQUIREMENTS

- Strong organizational and leadership skills
- Strong verbal and written skills
- Good working knowledge of construction methods and materials
- Able to work with minimal supervision
- Awareness of safety issues and precautions
- Has appropriate physical condition to perform physical tasks such as moving furniture and properties
- Working relationships with other theatres and area organizations is a plus



REPORTS TO: The Properties Master / Mistress reports directly to the Stage Manager and Artistic Director. Final employment authority is with the Producer and Artistic Director.

COMMITMENT: This is a temporary independent contractor position running for the length of two productions in the 2018 season. Busiest weeks will be during load-ins/strikes/changeovers. The specific 2018 production dates are May 30 (first rehearsal) – June 22 (open) – July 15 (close) and July 31 (first rehearsal) – August 17 (open) – September 2 (final closing).

COMPENSATION: Negotiable.

College credit: It is the student Intern's responsibility to arrange for college credit at his/her school. MSW/SCA is happy to assist by completing requested evaluations, reports or other documentation.

TO APPLY: Please supply a cover letter and resume (with reference contact information) to:

Ellen Engle, MSW Producer / SCA Performance Manager, ellen@sc4a.org

DEADLINE: Submissions will be accepted until March 16.
