



## Seasonal Properties Department Administrator

- **Title:** Properties Department Administrator
  - **Classification:** Full-time, seasonal, hourly non-exempt
  - **Reports to:** Properties Director
  - **Seasonal Duration:** mid-April through mid-September, 2025, preferred
  - **Compensation:** \$18.50-19.68/hour, depending on experience
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### Purpose

To provide efficient and timely administrative and clerical assistance to the Properties Director and Properties Department staff. To assist with the organization of stage properties stock and the rental and loan of stage properties, including production rentals and or co-productions to other theatrical companies. To provide technical assistance for the production of stage properties, as needed.

### Responsibilities

- Complete assigned clerical tasks including but not limited to: bookkeeping, purchasing, filing, research, scheduling, entering and tracking staff labor hours, creation of forms and contact sheets.
- Execute and track Properties Department ordering.
- Assist with organizing and maintaining stock of stage properties, including assisting with loans and rentals of props within the opera, to the community and to other theatrical companies.
- Assist with the cleaning and organization of the Prop Shop and equipment.
- Assist with maintaining office areas, supplies and equipment.
- Assist with organizing and updating operational, vendor and archival files, including production bibles for seasonal productions.
- Assist with maintaining accurate prop department bookkeeping, accounting, petty cash and credit card records.
- Assist with organization of co-production and production rentals of properties to other companies, including inventory data entry, photography and associated paperwork, tagging and packing of items, generating packing manifests, refurbishing and maintenance, shipment and restocking of stage properties.
- Participate in the striking, tagging and packing of properties for storage and/or rentals at the end of the season.
- Maintain a professional, practical and nurturing attitude with staff, apprentices, vendors, community members, volunteers and other company employees.
- Assist and support other SFO departments.

### Skills, Training & Requirements

- Minimum BA or comparable professional administrative experience.
- Training in theatre production including stage properties preferred.
- Training and understanding of safe practices for the theatre environment preferred.
- Professional properties administrative experience or related experience preferred. Interest in theatrical stage properties at minimum.

- Experience using PC computers and software preferred, including, but not limited to: Windows, Microsoft Word, Excel, PowerPoint, and Outlook, FENXT accounting system (or other accounting systems), electronic inventory systems, time clock systems and working knowledge of Adobe Photoshop and Illustrator.
- Willingness and ability to work within a rigorous time schedule with a variety of personalities and skill levels.
- The ability to apply skills in multi-tasking, adaptability and resourcefulness.
- The ability to instruct and mentor others.
- The ability to practice good communication, active listening and mediation skills.
- Ability and license to operate a full-size pickup truck and/or panel truck with automatic transmission.

### **Physical Requirements**

- The employee must be prepared to use the following equipment: basic hand tools, drill drivers, computer, shop HVAC units, copier/scanner, plotter and stencil cutter. Training shall be provided as needed.
- Must have the vision and dexterity to safely operate stationary and portable power tools. Training shall be provided as needed.
- Must be able to carry 50 pounds.
- Must be able to climb and work from ladders.

### **Environment**

The Santa Fe Opera is at an altitude of 7000 feet. The environment of the work place includes indoor conditions that may be crowded during the season. The work is fast paced, high-pressure and tightly scheduled. The presence of bright lights, particles or fumes, and the use of materials that produce particles and fumes will require the use of dust masks, and may require the use of respirators, fume and dust extractors and more. Outdoor conditions include wide temperature variations, exposure to sun, rain, wind and other weather conditions.