



## Assistant Properties Director Job Description

- **Title:** Assistant Properties Director
- **Classification:** Full-time, year-round, salaried exempt
- **Reports to:** Properties Director

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### Purpose

To assist the Properties Director in producing stage properties for productions in a safe, efficient and timely manner while maintaining a professional, mentoring and supportive relationship with staff, apprentices and other Opera employees.

### Responsibilities

- Act as liaison for the Properties Department in the absence of the Properties Director.
- Assist in the supervision of annual, seasonal and over hire staff and apprentices for properties construction and props run.
- Build a solid team—encourage participation and the sharing of ideas.
- With the Properties Team, analyze production designs to determine cost feasibility, resources to execute and other festival season constraints, and identify and resolve potential problems that may arise during build, rehearsals, show run, storage and shipping of properties and set dressing.
- Develop a clear understanding of the production designs throughout the design process and ensure proper quality and finish of all props and set dressing, completed within budget and in a safe and timely manner. Provide corrective measures to properties builds when necessary.
- Assist the Properties Director in researching design periods and styles in relation to the production to provide options for designers to fulfil the needs of the production.
- Assist the Properties Director and show directors in assessing priorities throughout the production process, keeping stakeholders apprised of any problems and offering constructive and appropriate solutions.
- Act as liaison between designers, department heads, stage management, staff and apprentices, and assist in coordinating inter-departmental projects.
- Supervise set dressing creation and installation as needed.
- Assist in providing orientations in safety practices and policies, and other appropriate procedures and policies, for seasonal staff, apprentices and over hire labor.
- Assist in creating, updating and actively monitoring season build schedules.
- Attend and participate in staging rehearsals, technical rehearsals, dress rehearsals and performances, as needed, and coordinate with designers on notes: taking, dissemination and completion.
- Act as Team Lead on assigned productions, addressing all notes with the assistance of the Props Teams.
- Attend production meetings, as needed.
- Assist the Properties Director and Prop Run Crew in providing rehearsal props, and provide support for the Run Crew, including, but not limited to, the set-up of rehearsals and performances.

- Assist with the management and maintenance of the Properties Shop, maintaining prop shop supplies and safety-related considerations.
- Assist in the fabrication of props.
- Teach prop techniques to staff and apprentices, as required.
- Assist in setting up prop storage and preparing final prop lists, organizing running instructions and assisting Run Crew Leads in training crew and cast.
- Maintain props and replenish perishable props as necessary during the run of the production.
- Properly care for all research materials and return to designers at the end of the production period.
- Assist in archiving and maintaining records of each production, including, but not limited to, design sketches, snap shots, prop lists, and final cost of each prop for revivals, rentals and coproductions.
- Work with Props Team in maintaining prop stock in good order.
- Collaborate with the Properties Shop Administrator on the handling of rentals and loans of props. Assure that borrowed and rented items are cared for and returned in a timely manner, and review and update rental/loan guidelines and pricing, as required.
- Establish relationships with other prop shops, local theatres, and learning institutions, and become familiar with other resources.
- Provide props for photo calls and publicity appearances when possible.
- Provide technical support for fund raising activities as required.
- Follow procedures and policies of The Santa Fe Opera as in the employee manual.
- Accept responsibility for other appropriate projects and duties as assigned relating to The Santa Fe Opera.

### **Skills, Training & Requirements**

- Must have a BA in Theatre or comparable professional experience with training in technical theatre production including set and prop construction. At least 3 years of professional prop shop experience preferred.
- Understanding of accounting and bookkeeping practices.
- Training in and understanding of basic scenery design and period styles.
- High organizational and personnel skills.
- Working knowledge of a variety of construction methods, materials and techniques including wood, fabric, metal and plastics.
- Comprehensive training in the safe operation of stationary and portable power tools, hand tools, stage rigging and equipment.
- Understanding of the safe and healthful use and disposal of chemicals and other potential hazardous materials.
- Training and understanding of safe practices for the theatre environment with comprehensive training in the safe operation of stationary and portable power tools and hand tools.
- Ability to instruct, mentor, and nurture others while using respectful, effective and clear communication, listening and mediation skills.
- Preferred comprehensive craft skills include, but are not limited to: soft goods, including sewing, patterning, dyeing and upholstery; mold making and casting; woodworking; crafting and decorative arts; floral arrangement and display; set dressing; carving and painting, Cricut Stencil Cutter, 3-d printing, Book-making (repair and binding), proficient in Adobe Photoshop and Illustrator.

- Willingness and ability to work within a rigorous time schedule with a variety of personalities and skill levels.

**Physical Requirements**

- Must be able to use a respirator in accordance with OSHA's Respiratory Protection Standard.
- Must be able to carry 50 pounds.
- Must be able to climb and work from ladders, scaffolding and personnel lifts.
- Must have the vision and dexterity to safely operate stationary and portable power tools, hand tools, rigging and stage equipment.

**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 when in-season. The work is fast paced, high-pressured and tightly scheduled. The presence of bright lights, particles or fumes and the use of materials that produce particles and fumes may require the use of dust masks, respirators, fume and dust extractors and the like. Outdoor conditions include wide temperature variations, exposure to sun, rain, wind and other weather conditions.