



Props Designer (Pay \$425 per week/housing provided)

The Props Designer is responsible for working with the Artistic Director, Technical Director, and Stage Manager on the collection, pulling, manufacturing, fabrication, modification, purchasing, and preparation of all props used by actors on stage and in rehearsal.

Principal Duties and Responsibilities:

- Reading the Script and basic research of each production
- Creating a props list for each production
- Working closely with the Director and Stage Manager finalizing the props list and any changes that may occur during the process.
- Consulting with the Stage Manager/Director in gathering appropriate rehearsal props.
- Collecting, pulling, manufacturing, fabricating, modifying, purchasing, and preparing all props for each production.
- Repairing props during the run of a show and rehearsal.
- Working within the timelines set by the Artistic Director/Technical Director/Stage Manager.
- Staying within the budgets set for each production.
- Collecting all receipts and online purchases to be turned in for each production.
- Potential Run Crew duties for a production.
- Striking and returning props to proper locations at the end of each production.
- Assisting with Strike of each production.
- Maintaining the organization and storage of prop shop and storage locations.
- Maintaining a clean and safe workspace.
- Report any problems with deadlines, materials, or equipment to TD or Artistic Director.
- Follow procedures and policies of Wagon Wheel Center for the Arts.
- **Any additional tasks as requested by the TD**

Skills:

- Strong Communication
- Ability to be self-sufficient and self-motivated
- Ability to prioritize and have good time management
- Basic fabricating, painting, crafting skills
- Use of firearms or special effects a plus but not required
- Creative eye
- Show an ability to learn and grow within the working environment, all while maintaining a healthy positive attitude

For questions contact: Jennifer Dow, Associate Artistic Director at jen@wagonwheelcenter.org
www.wagonwheelcenter.org