

PROPERTIES MASTER

Job Description

Department:	Artistic Operations
Position Title:	Properties Master
Reports to:	Production Manager
Classification:	Full Time, Seasonal – about 31 weeks/yr.
Location:	Washington, DC

GENERAL DESCRIPTION:

Properties Master provides properties as related to the artistic needs of the show(s) and practical offstage elements while in the theater; manages properties for the productions in current repertoire and the creation of new productions; oversees properties for the co-productions and the company's production rentals.

RESPONSIBILITIES:

PRE-PRODUCTION

- Preparation, maintenance, & repair of TWB & rental props for use in rehearsals and performance
- Acquisition of props as needed for rehearsal & performance
- Packing props for delivery to rehearsal studios & venues
- Maintenance of inventory of floor & spike tape, floor cleaning supply, dancer amenities, and other items as needed
- Attendance at studio rehearsals as needed for supervision & hands on execution of props presets, run of rehearsal details, and cleanup
- Supervision of and/or hands on truck loading and unloading at TWB warehouse, studios, theaters, and other facilities
- Assisting the Production Carpenter as well as other tasks assigned by the Production Manager
- Oversee production rental and storage of TWB owned productions & costumes, including creation and maintenance of rental contracts
- Other duties as assigned

VENUE

Supervision of and/or hands on:

- Truck loading & unloading at the venue
- Receiving all Props, Barres, Dance Floor, dancer amenities, and other prop items
- Receiving & distribution of all wardrobe boxes
- Installation, cleaning, & spiking of dance vinyl floor (marley)
- Organization & set up of Props, Barres, rehearsal keyboard and other items as required; including but not limited to loading snow/petal bags and ground cloths

- Provide tables & chairs to each department as needed
- Unpack and set dancer amenities as needed (to include water cooler & cups, onstage dancer tissues, rosin boxes, etc.)
- Coordinate & work with other departments regarding the reloading of storage trailers as well as storing non-performance items in the venue space
- Establish orchestra pit & studios sessions with music stands, risers, conductor lectern, & podium as well as assisting musicians with large instruments (e.g. harp & percussion)
- Work with Music Supervisor to create a Pit Plot to be submitted to each venue prior to load-in
- Serving as an assistant to the Production Carpenter
- Other tasks as assigned by the Production Manager

REHEARSALS & RUN OF SHOW

Supervision of and/or hands on:

- Pre-class/performance sweep & mop
- Continual maintenance of a clean & safe floor both on & off stage
- Check/refresh all spikes as needed
- Check/repair floor seams as needed
- Set stage for class/warm up with barres & keyboard or upright piano
- Run props presets & cues in rehearsal and performance
- Replenish dancer amenities as needed (to include water cooler & cups, onstage dancer tissues, rosin boxes, etc.)
- Track and assist with all props presets and live moves as needed
- Check for missing & broken props; repairs as needed
- Intermission moves may include: prepare for the next act, sweep (snow recycle), damp mop (if needed), pit maintenance

LOAD OUT

- Reverse of load in

INTERNAL CONTACTS:

Artistic Director, Associate Artistic Director, General Manager, Production Manager, Assistant Production Manager, Stage Manager, Head of Wardrobe, Production Carpenter, Production Electrician, Head of School, Director of School Operations, Head of Facilities, Music Supervisor, Company Dancers, Company Pianists, School Staff and others as needed

EXTERNAL CONTACTS:

Constituents, representatives of other arts organizations, artists, company guests, members of the general public, stagehands, venue representatives, vendors

POSITIONS SUPERVISED:

Over Hire Technicians, Venue Stagehands, and others as assigned

QUALIFICATIONS:

REQUIRED

- Bachelor's Degree, ideally with dance experience
- Minimum of 3 years' experience in technical and production management
- Strong commitment to Equity, Diversity, and Inclusion

PREFERRED

- Ballet experience strongly preferred
- Touring experience preferred
- Experience working in a unionized environment

KNOWLEDGE, SKILLS, ABILITIES

- Understanding of the production process in a ballet company
- Ability to align departmental work with the overarching artistic goals of the institution
- Ability to foster a safe, collaborative, respectful, and energized work environment
- Ability to think creatively – develop, design and implement new ideas, systems, relationships
- Excellent written and oral communications skills with supervisors, peers, and subordinates
- Ability to thrive in a fast paced environment with multiple and competing priorities and deadlines

OTHER CONSIDERATIONS:

- The ability to lift 50lbs, have a good sense of humor, and the composure to work among and with unionized stagehands and children are assets deemed essential to the execution of responsibilities
- The tasks associated with assisting the Production Carpenter require knowledge of scenery assembly (not construction) and an understanding of rigging basics. This is not a Riggers position and certification is not required
- A valid Driver's License & the ability to drive trucks (for local use only) up to 25' in length is considered a "plus"
- All production staff support the professional performing company and The Washington School of Ballet
- Finalist candidates will be expected to undergo a background check at the expense of TWB

To apply please send resume & cover letter to resumes@washingtonballet.org

Please put the words PROPERTIES MASTER in the title block of the-mail

The position is represented by the contract between The Washington Ballet and IATSE Local 22

Union membership is not a requirement for application

The Washington Ballet is an equal opportunity employer