

Master Properties Artisan

Department	Production	Salary	\$24.79/hr
Supervisor	Prop Master	Status	Seasonal, Full time, Exempt (typically works 40 weeks per year)
Revised	July 2021	Location	Seattle, WA

The Master Properties Artisan, under the supervision of the Props Master, is responsible to build, create, and modify all properties to convey the Designer's vision for all shows and events; communicates and coordinates among other shop personnel and department heads concerning efficient integration of prop elements and set dressing. The Properties Artisan works collaboratively with staff from other shops, supervises overhire staff. This position is covered by ACT's Collective Bargaining Agreement with IATSE Local 15.

SPECIFIC JOB FUNCTIONS

<p>Property Fabrication and Modification</p> <ul style="list-style-type: none"> • Find or fabricate or modify prop elements as necessary for ACT theatrical productions as directed. Includes: building, altering, repairing and upholstering furniture, sewing soft goods, • Diverse and varied skill sets including: understanding working drawings/elevations, construction methods; soft goods, upholstery, casting, moldmaking, painting, faux finishing techniques, ephemera, carpentry, welding, hand tools, power tools, adhesives, foams, mixed media fabrication, etc. Must exhibit expertise in several of these disciplines. • Inventory control and maintenance of all props department tools and supplies and works with Props Master in purchasing. • Develop, through research and development, alternate means for solving special design problems relating to structure, material, cost, size, weight or artistic objective of the prop. • Pull properties and make mock-ups of props and/or scenic elements to be used in rehearsal. • Assist with properties maintenance during run of a play and/or instruct running crew in use or maintenance of properties. • Communicate and delegate tasks to others, without direct supervision, in order to keep the flow of work moving forward at an efficient rate. • Lead and/or supervise build crews to get work done efficiently and safely. • Assist in maintaining and organizing stock of furniture, soft goods, hand properties, etc., for use in rehearsal or productions or rentals. <p>Assist other departments and shops with projects that require specialized knowledge or additional support.</p>	60%
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Prop Shop Technical Maintenance and Safety <ul style="list-style-type: none"> • In collaboration with Prop Master, ensure builds and load-ins adhere to proper safety regulations and all ACT health and safety policies. • Responsible for the upkeep, cleanliness, organization of Prop Shop and Prop Storage. • Uphold shop safety by overseeing the maintenance of machinery, equipment, and tools. 	20%
Prop Shop Leadership <ul style="list-style-type: none"> • Supervise the work flow of other properties carpenters and artisans – staff and overhire. • Assist in maintaining open communications within the Prop Shop and with other production departments. 	15%
<ul style="list-style-type: none"> • Additional duties as assigned including some facility maintenance work. 	5%

Qualifications/Skills

- Minimum 3 years’ experience working in a professional prop shop or similar position with some experience leading crews.
- Valid driver’s license. Must be comfortable driving ACT Shop Truck (Toyota Tundra).
- Knowledge of a wide variety of construction materials and methods used in the theater to construct properties – expertise in several areas preferred.
- Capacity to solve problems and engage in creative thinking about challenges in a group setting.
- Training and education in safe operation of stationary and portable power tools and variety of hand tools.
- Excellent organizational skills.
- Maturity and understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills.
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment.
- Familiarity with Microsoft Office, VectorWorks, and Adobe Photoshop.
- Effective communication skills – verbal and written

Equity and Inclusion

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to diversity, equity and inclusion

ACT Theatre Mission and Vision

- Mission: ACT is a contemporary theatre where artistic ambition and civic engagement unite.

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- Vision: ACT envisions a world where the power of theatre expands our collective understanding of community and our own humanity.

Peak Performer Commitments

ACT's values and principles guide our work, relationships and decision-making. We encourage our employees to practice forward thinking and curiosity-driven learning. We emphasize inclusivity of voices, experiences, and cultures, and seek to be a transformative agent for change in individuals, communities, and societies. We are civic minded, and believe in the spirit and strength of shared purpose and collective responsibility.

Essential Physical Skills

- Ladder and stair-climbing is required.
- Must be comfortable working at heights on uneven surfaces.
- Ability to lift 30lbs solo and 50lbs in tandem repeatedly.
- Ability to push or maneuver 70lbs repeatedly solo or in tandem.

Environmental Conditions

- Prop shop environment
- Some evening and weekend work required during load-in and tech weeks.
- Limited computer work

Disclaimer:

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All ACT employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

Employee Name

Signature (Verifying receipt and understanding of this job description)

Date