

Prop Shop Manager

ACT Theatre is excited to announce we have an opening for a Prop Shop Manager to join our team! ACT is an integral part of the Seattle theatre community and has supported local artists for almost six decades. This is a fantastic opportunity to work for a cutting-edge, innovative artistic organization that highly values its employees.

The Prop Shop Manager's main responsibilities are overseeing all day-to-day activities in ACT's Prop Shop. These activities include budgeting, procuring, and supervising the construction of Props (including furniture, set dressing, soft goods, hand props, stage weaponry, food, and ephemera) for ACT Mainstage Productions and ACT's annual production of *A Christmas Carol*. The Prop Shop Manager is a hands-on leader, guiding the prop design process from concept to stage.

ACT's Prop Shop Manager is a Department Supervisor ("Working Supervisor") responsible for managing the Prop Shop. Working Supervisors may perform limited bargaining unit work as defined by the ACT/IATSE collective bargaining agreement (CBA).

Roles & Responsibilities include:

- Oversee the implementation and integrity of the Prop design and build process, including but not limited to budget management and accurate tracking for materials and labor.
- Leads, guides, and facilitates communication between the Scenic/Prop Designer, Directors, Stage Managers, and Production department staff to advance shows, plan and functionally implement designs.
- Establish props list for each production in conjunction with designers, directors, and stage management.
- Ability to generate research images and some dramaturgy to maintain story integrity.
- Coordinate the procurement of all properties for ACT Productions; including building/construction, purchasing, borrowing, and renting. Ensure timely delivery of all properties elements for each Production.
- Reviews, interprets, and troubleshoots design drawings and renderings to assess financial and practical feasibility and to maximize the artistic impact within financial resources.
- Collaborate with Associate Technical Director, Scenic Charge Artist, Costume Shop Manager, and Stage Operations Supervisor to coordinate the progress of props through all shops in a timely, efficient, and safe manner.
- Coordinate the properties load-in and strike for each production
- Supervise and evaluate all Prop Shop personnel, including overhire artisans.
- Facilitate workflow by delegating projects to shop staff and over hire artisans, monitor build progress, and advise on construction processes and techniques.

- Manage and track properties budget for individual productions and shop overhead
- Maintain inventory and storage of stock furniture, soft goods, and hand props. Oversee the maintenance of tools, equipment, storage spaces, and Prop Shop facilities.
- Facilitate prop rentals, including pick-ups and returns.
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging.

Experience & Qualifications

- A minimum of 5 years' professional theater experience, with a focus on properties fabrication.
- Experience managing a shop/leading crews strongly preferred
- Ability to provide leadership in an environment with changing priorities, while consistently role-modeling flexibility, creative thinking and a problem-solving approach.
- Clear understanding of the artistic process with the ability to navigate it with a collaborative and diplomatic style.
- Adherence to budget and budget principles while executing a high-quality artistic product.
- Ability to work independently, set priorities, and move multiple projects forward simultaneously.
- Working knowledge of all disciplines used in the creation of properties with expertise in some of areas including:
 - Woodworking
 - Welding/Metal Fabrication
 - Soft Goods and Upholstery
 - Crafting (foam, floral, sculpture, fake food, etc.)
 - Puppetry
 - Electrics/Soldering
 - Photo editing, 3D Modeling, Glowforge, Decal Design
 - Molding, Casting, Resin
 - Special effects and pyro
 - Firearms and Weaponry
 - Food handling and consumables.
- High level proficiency using Microsoft Office Suite, CAD, and photo editing software
- Familiarity with Union Collective Bargaining agreements and work rules and the ability to maintain positive working relationship with IATSE Union Employees.
- A valid driver's license and strong driving record with the ability to drive ACT's Shop Truck

Equity and Inclusion

ACT is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.

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 Equity, Diversity, Inclusion, Accessibility and Belonging

Compensation

ACT provides a competitive compensation package with an annual hourly pay rate of \$35.15 per hour. This is a full-time, non-exempt position. Medical, vision, and dental insurance are available, 11 paid holidays, 403b plan, access to \$5 downtown Seattle parking, and free tickets to ACT's incredible productions. PTO begins at 20 days per year in addition to Seattle Paid Sick and Safe Time accrual.

Application Process

If you are not sure if you meet 100% of our qualifications but believe you could excel in this role, we encourage you to apply. We are dedicated to considering an array of candidates, including those with diverse workplace experiences. Please apply with your resume and cover letter for immediate consideration at work@acttheatre.org.

ACT provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. If any accommodations are needed to begin the application process, please contact work@acttheatre.org.