## Summer Independent Internship Description

<table>
<thead>
<tr>
<th>Internship Title:</th>
<th>Properties Master</th>
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<tbody>
<tr>
<td>Reports to:</td>
<td>Summer Independent Production Manager, Technical Director</td>
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<tr>
<td>Supervisor:</td>
<td>KIDSTAGE Production Manager</td>
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</table>

**Position Overview:**

In collaboration with the Scenic Designer and production team, the Properties Master work as a creative problem solver in the creation or acquisition of all hand prop, furniture, and set dressing needs for the Summer Independent Production. The Properties Master must ensure timely progress of projects while setting high standards of professionalism and quality.

**Principal Duties and Responsibilities:**

- Work directly with Directors and Scenic Designer to establish priorities and keep expenditures within predetermined time and budget constraints based on approved final designs
- Work with the Village Theatre Prop Shop Manager to borrow select furniture and props
- Ensure timely delivery of all property elements
- Check email on a regular and consistent basis, and respond to emails in a timely manner
- Collaborate with Director, Scenic Designer and Stage Management to create and update prop, set décor, and furniture lists
- Determine techniques and procedures to create or acquire all hand props, furniture, and set décor for the production
- Conduct research and development of unusual properties concepts. Facilitates the creation of prototypes for rehearsals and/or production meetings as necessary
- Purchase properties materials and supplies needed for the Summer Independent Production
- Coordinate with Technical Director for any assistance needed from scene shop staff, materials or tools
- Attend all production meetings, rehearsals and notes sessions
- Schedule and coordinate properties load-in for the production, communicating with stage crew and Stage Management regarding instructions and expectations
- Respond to Stage Management communication regarding props issues as needed. During technical rehearsals and performance, advise stage crew regarding maintenance and repair of props as needed
- Schedule and coordinate properties strike, ensuring responsible return of borrowed/loaned props
- Maintain accurate records of expenditures and responsibly handle purchasing funds.
- Attend strike. Following strike, return all borrowed items or rented items
- Report all incidents and emergencies to KIDSTAGE staff
- Communicate and enforce KIDSTAGE Expectations of Behavior

**Project Tasks Include:**

- Create and maintain prop list
- Create and maintain furniture list
- Create and maintain set décor list
• Procure rehearsal props in conjunction with Stage Management
• Procure all props and furniture to be used in performances
• Repair and/or replace props as needed
• Ensure supply of any and all consumable props
• Budget and expenditure tracker

**Education and/or Equivalent Experience Preferred:**

• Pursuit or the intent to pursue an undergraduate degree in props, stagecraft, or other related degree
• Basic knowledge of properties construction standards in the theatrical industry. This may include woodworking, electronics, plastics, casting and molding, and crafts.
• Knowledge of history, art history, furnishings, architecture, and theatrical techniques
• Knowledge in Photoshop a plus
• Working knowledge of health and safety priorities and practices for the performing arts

**Other Skills, Ability and/or Knowledge:**

• High degree of interpretive, interpersonal and communication skills and the ability to work in a “team” environment.
• Ability to instruct, motivate, and collaborate with entire staff in order to produce products that fulfill the artistic and practical needs of each production.
• Strong organizational skills.
• Strong time & materials estimation skills.
• Proficient in programs including but not limited to Excel, Word, and Dropbox
• Ability to manage shifting and competing projects and priorities
• Attention to detail
• Ability to work independently and to maintain a positive work atmosphere
• Work schedule varies and includes evening and weekend hours
• Calm and professional demeanor, sense of humor encouraged

Supervisor
Signature: ____________________________ Date: ___________

Intern
Signature: ____________________________ Date: ___________

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.