



JOB TITLE: PROPERTIES MANAGER
 DEPARTMENT: PRODUCTION
 REPORTS TO: PRODUCTION MANAGER
 DATES OF CONTRACT: July 22 2024 - March 21, 2025
 CLASSIFICATION: FULL-TIME; EXEMPT; SEASONAL

ABOUT THE VIRGINIA STAGE COMPANY:

Virginia Stage Company (VSC) is a professional regional theatre housed in the magnificent historic Wells Theatre located in the heart of downtown Norfolk, VA. Founded in 1978 by Hampton Road's community members with a longing to make theatre a part of the region's cultural life, VSC is distinguished by the excellence of its productions along with its commitment both to the community that built it, and the artists that make its heartbeat. With an average annual attendance of 58,000+ at its seven seasonal mainstage productions, VSC has drawn over 3 million patrons to downtown Norfolk in the past quarter century. As the leading theatre of note in southeastern Virginia, VSC is proud of its reputation for creating engaging and inventive works that reach beyond the walls of the Wells Theatre, through our numerous education and community engagement programs which enable us to serve wider and more diverse audiences. At VSC, we believe in the transformative power of live theatre and the joy found when strangers make memories together.

Virginia Stage Company strives for an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

GENERAL STATEMENT OF JOB FUNCTION:

The Properties Manager is responsible for creating and sourcing props, set dressing, and other related elements for all VSC productions and special events, with the guidance of directors, designers, and stage management. The Properties Manager regularly collaborates with the Technical Director (TD), Costume Shop Manager, and other departments, to help create elements as needed. The Properties Manager reports to the Production Manager. This position intermittently supervises Overhire and Volunteer staff.

COMPENSATION: Weekly salary ranging from \$670-\$700, commensurate with experience and qualifications. A comprehensive benefits package, including health insurance, is available.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Faithfully execute the Scenic designers artistic intentions through research and sourcing of hand props, set dressing, and large prop items.
- Budget and estimate time and materials for each build process, with the advice and assistance of the PM.
- Work with Stage Management, Scenic Designers, and Directors to create & maintain rehearsal and show prop inventories.
- Communicate and collaborate as necessary for inter-departmental items.
- Coordinate and manage the construction, pulling, purchasing, renting and/or altering of all properties, including hand props, furniture, and set dressing.
- Organize and maintain prop storage in multiple locations.
- Maintain and adhere to the props budget on each production.
- Attend all production meetings, technical rehearsals, run-throughs, and other events as directed.

SKILLS, ABILITIES, AND KNOWLEDGE

- Proficiency in Microsoft Office, Google Workspace Apps and Adobe Photoshop.

Last Updated: April 23, 2024

- Working knowledge of the following:
 - Sewing (both hand and machine)
 - Paint & finishing techniques
 - Upholstering techniques
- Ability to read and interpret design and/or technical drawings.
- Ability to communicate effectively and clearly.
- Ability to work effectively under minimal supervision.
- Possession of a valid Driver's License, and ability to drive vehicles up to a 24' box truck.

EDUCATION AND EXPERIENCE

- Candidate with a minimum of two year's experience working in a theatrical properties or scene shop is looked upon favorably.
- No minimum educational requirements are attached to this position. Candidates will be evaluated based on the totality of their experience, education, qualifications, and demonstrated communication skills.

PHYSICAL DEMANDS & WORK ENVIRONMENT

- This position requires the following capabilities:
 - Prolonged standing, walking, bending, use of hands, stooping, and heavy lifting (up to 50 pounds/22.5kg).
 - Working at height on ladders and personnel lifts.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Night & weekend calls expected for Load-Ins, Strikes, and show requirements/notes, as needed

To apply, send cover letter, resume, and contact information for two references to
employment@vastage.org

Please use "Properties Manager" followed by your name in the subject line