

Northlight Theatre Production Department

Job Description

2023-2024 Season

Job Title: Properties Designer - 2023/2024 Season, per-show basis

Category: Independent Contractor, negotiated flat fee

Overall Description: Working under the supervision of the Production Manager, the Properties Designer is responsible for the procurement, modification and/or building of properties for rehearsals and performances. Properties Designer must strike and return all rented or borrowed items and restock those being retained by Northlight.

Responsibilities include but are not limited to:

- Create and maintain a primary prop list for the show in conjunction with the Director, Stage Manager and Set Designer.
- Work with the design team and production crew to develop solutions and final plans in order to execute all properties design elements within pre-established budget parameters.
- Attend production meetings, tech rehearsals, dress rehearsals, and note sessions, and address all resulting notes in a timely fashion. Communicate thoughts, concerns, solutions and budget information to the appropriate members of the design team.
- Oversee all aspects of prop construction and fabrication. This includes procurement of materials, creating working drawings as needed, and timely completion of each project.
- Construct, modify, or procure all properties, furniture, and set dressing for the production in coordination with the Director, Set Designer, and Technical Director.
- Provide rehearsal properties in a timely manner, and props for publicity purposes when needed. Maintain all properties throughout rehearsals and performances.
- Supervise and participate in properties and special effects load-in and load-out.
- Track all items rented for a production. This includes restoration of pieces to their original rental state, and boxing and shipping of pieces to their place of origin.
- Prepare the show receipt packet to be turned in following the Press Opening.
- Strike, photograph, and restock items being retained by Theatre. Complete the restocking within 10 days of Closing.
- Follow Northlight safety practices, and maintain all Properties areas in a safe and organized state. Use all equipment safely.

Qualifications:

- Must be able to evaluate designer's drawings, cost out designs and labor/time estimates. Excellent research, shopping, organizational, and internet skills required. Must have experience with crafts, small props and furniture construction, and paint skills. Must be familiar with basic hand tools and construction techniques. Must have a valid driver's license and access to a personal vehicle. Must be able to lift and carry 35+ lbs.