

## **Northlight Theatre Production Department**

### Job Description

2026-2027 Season

**Job Title:** Properties Supervisor / Production Coordinator

**Category:** Regular Full Time, Exempt, Salaried

**Overall Description:** Working under the supervision of the Production Manager, the Properties Supervisor is responsible for the procurement, modification and/or construction, installation, and strike of all prop elements in coordination with the other production departments. They are responsible for optimizing the props stock, facilities, and resources, and for managing prop rentals. This position assists the Production Manager in supporting the Production Department.

### **Properties Supervisor responsibilities include but are not limited to:**

- Create and maintain a prop list for the show in conjunction with the Director, Stage Manager and Scenic Designer.
- Work with the design team, production staff, and production crew to develop solutions and final plans in order to execute all properties design elements within pre-established budget parameters.
- Construct, modify, or procure all properties, furniture, and set dressing for productions in coordination with the Director, Set Designer, and Technical Director.
- 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 team.
- Collaborate with designers and choreographers to create special effects and fulfill needs for prop weaponry. Lead or participate in special effects load-in and load-out.
- Purchase props materials and supplies, secure and file receipts and/or purchase orders for all props purchases in a timely manner.
- 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.
- Collaborate with run crew to maintain properties throughout each production process. Shadow the Floor Manager on one show call for each production.
- Maintain workspace adherence to standard safety practices and Northlight guidelines.
- Maintain all props vendor relations and file all necessary invoices and receipts with the Business Department in a timely manner.
- Maintain and cultivate prop stock. Serve as primary contact for prop stock rentals. Process rental agreements and invoices with the Business Department.
- Work with Production Manager to develop and update annual and long range plans and budgets for improvement and expansion of the props department.
- Coordinate and supervise the transfer or tour of the prop elements of any mainstage production.
- Fulfill property requests for occasional marketing/press events and/or other miscellaneous programming.

### **Production Coordinator responsibilities include but are not limited to:**

- Assist the Production Manager in the creation and management of department schedules, coordination of use of space and troubleshooting same. Ensure that all appropriate departments are made aware of any problems, notes, or changes.
- Assist in coordinating with the Business Department all necessary paychecks, fees, reimbursements, and bill payments for the production staff, design teams, run crews and support personnel.
- Schedule and attend production meetings. Take and distribute production meeting notes. Set up and maintain show specific Google Drives.

- Make purchases and process receipts for production department purchases as requested.
- Assist Production Manager in management of Northlight production areas and vehicles.
- Field all donation offers for viable opportunities and coordinate their receipt.
- Work with Production Manager to develop and update annual and long range plans and budgets for the Production Department.

**General:**

- Support all other Northlight activities such as readings, educational programming, fundraising events, etc.
- Attend all Northlight Administration and Production Department Meetings.
- Adhere to Northlight policies as listed in Employee Handbook and Guest Artist Handbook.
- Other duties as assigned: This position is a team member of the Northlight staff. All staff members support Northlight at large. All personnel participate, as needed and within regularly scheduled work hours, in all Northlight functions, on site and off.
- All production personnel are expected and required to follow Northlight safety practices at all times. This includes, but is not limited to: eye protection, glove usage, respirator/mask usage, ventilation, blade guards, ladder usage, fall protection, lockout/tagout, proper lifting practices and posted safety procedures. Any accidents or safety hazards should be immediately reported to the appropriate supervisor. Northlight Theatre is very concerned about safety and strives to provide a safe and healthy working environment.

**Qualifications:**

Must be able to evaluate designer's drawings and research to cost out designs and labor/time estimates. Excellent research, shopping, organizational, and internet skills required. Fluency in Microsoft Word, Excel, and Google Suite required. Must have experience with crafts, small props and furniture construction, and paint skills. Must have a valid driver's license and access to a personal vehicle. Must be able to lift and carry 35+ lbs. Comfortable working on a high ladder a plus. Flexibility to work a fluctuating schedule required. Demonstrate a collaborative and diplomatic communication style, and the ability to work both independently and with a team.