



## **Props Supervisor**

Theatre Aspen, an award-winning professional theatre in the heart of the Colorado mountains, currently presents three mainstage productions each summer season, featuring directors, creative teams and actors from the Broadway community, a professional apprentice program, and a robust year-round education program, is seeking a Props Supervisor for the 2023 summer season.

The Props Supervisor will be responsible for creating, sourcing, and building properties for Theatre Aspen's repertory summer season's productions. Working with directors, scenic designers, stage management, and the production department to create and embody the desired production vision of Theatre Aspen's main stage, The Hurst Theatre.

### **Duties for the Props Supervisor include but are not limited to:**

- Attends all pre-production meetings, production meetings, designer runs, tech rehearsals, and openings.
- Design, create, rent, and/or build all props and set dressing (as needed) for Theatre Aspen's summer repertory season, including prop painting. Extensive knowledge of power tools, hand tools, painting, and detailed oriented work required.
- Involved with properties special effects. Building, safety, and execution of props.
- Maintains all prop rental contracts, receipts and manages a properties budget. Monthly budget updates must be reported at the end of each month through the contract.
- Work with and accept direction from Set Designer(s), Production Manager, Stage Management, and each production director.
- Coordinate load-in/load-out of all props and set dressing with Technical Director.
- Will have all props, or approved substitute props ready first day of rehearsal, as needed by production directors.
- The Props Supervisor shall fix, maintain, and alter props as needed for the duration of the Theatre Aspen's summer season, until contract is over.
- Supply a repair/touch-up kit for each summer production.
- Attend rehearsals, as required to complete work and prepare/supply prop needs at said rehearsals in coordination with the Stage and Production Management.
- Arrange for all sourced props to be returned to specified recipient and track shipping when applicable. For purchased props, update TA prop inventory, along with returning any Theatre Aspen owned props.
- In conjunction with Technical Director, manage and oversee the Props Apprentice.
- Candidates must be exceptionally professional and feel comfortable working with very established directors, creatives and actors.
- Serves as a member of the change-over crew and participate in all change-overs and lend support to all other departments during change over.
- All other duties as assigned by Production Manager as fits under the properties department.

**Dates: Approximately June 1 – September 1, 2023**



**Pay:** Competitive salary, travel and lodging provided.

To apply please send resume and cover letter to [resumes@theatreaspen.org](mailto:resumes@theatreaspen.org) with the subject line "Props Supervisor."

Theatre Aspen is an equal opportunity employer and understands that the work to create equitable theatre on and offstage is never done and we pledge to continually pursue equity, diversity, inclusion, and accessibility in our hiring, casting, education, and performance practices.