

JOB DESCRIPTION & Posting

POSITION TITLE: Properties Shop Manager

CREATED: 23 February 2023

SUPERVISOR'S TITLE: Director of Production

MISSION STATEMENT

Elevating lives through ennobling artistic experiences.

VALUES

- We are committed to performing outstanding artistic productions, with the aim of delivering the highest level of enjoyment to our patrons
- We honor and are dedicated to presenting a variety of musical and dramatic expression recognized for their distinction and quality.
- We champion children.
- We honor the past, cherish the present, and strive to influence the future.
- We respect and encourage the unique, innate, creative nature of everyone.
- We encourage community involvement.
- We are committed to service.
- We cultivate collaboration and cooperation.
- We adhere to professional ethical standards.
- We strive to deserve support and trust.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

- Utah Festival Opera and Musical Theatre is a community of artists and collaborators built on respect, diversity, acceptance, and creativity. We embrace the value of each and every individual and the unique perspectives of all. We open doors, build bridges, and make work that is accessible and inclusive. The opportunity and access to the gift that is live theatre is something that benefits all in our community and we strive to remove barriers to that gift.
- As we grow, we continue to educate ourselves and expand our practices and plans to ensure that we equitably represent and further diversity and inclusion on our stages, our facilities, and in our community – regardless of race, ethnicity, sexual orientation, gender, age, ability, religion, or social status. We foster an environment where our differences and shared experiences are explored with generosity, openness, and exploration.

GOALS

Utah Festival Opera and Musical Theater is committed to maintaining an inclusive environment on and off stage. Our goal being to create conversations that contribute to a more engaged, informed, and connected community. Recognizing that growth is an ongoing process, we continue to review our policies and practices in order to ensure an inclusive, anti-racist environment for our artists, staff members, and audiences. We hold ourselves accountable to listen, learn, and grow as an organization and as individuals.

POSITION PURPOSE

The Properties Shop Manager will manage the Properties department staff, oversee budgets for both specific shows and department needs, manage and oversee work schedules, maintain inventory, as well as develop and maintain departmental standards and goals.

POSITION FUNCTIONS AND RESPONSIBILITIES

PRIMARY RESPONSIBILITIES

- Ensure the on-time, on-budget delivery of all production properties in accordance with agreed-upon timelines and production calendars
- Supervise Prop Shop staff, organize props lists, prioritizing projects, and manage the shop finances.
- Create and sustain relationships with Designers and Directors, supporting the process by approaching all challenges with a spirit of teamwork and problem solving.
- Attend production meetings and other meetings, as necessary, and interface with the other Shop Heads as well as Directors and Designers.
- Ensure production properties are well-maintained and performance ready throughout the run of production
- Participate in changeovers and organize property changeovers between productions.
- Ensure properties storage is well organized and maintained
- Maintain a clean and safe working environment
- Develop and maintain departmental work processes, goals and safety standards.
- Establish work hours and calls for department staff.
- Oversee and facilitate rentals.
- Perform such tasks, services, duties, and responsibilities in accordance with UFOMT policies, rules, regulations, and instructions now in force, or which may be adopted from time to time, during Employee's employment at the UFOMT.

OTHER FUNCTIONS

- Other duties as determined by the Director of Production.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- Experience in a professional properties shop
- Experience leading teams

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Extensive knowledge of theatrical props and special effects including (but not limited to) periods and styles.
- Proficiency operating a variety of woodworking and fabric construction tools.
- Ability to manage staff
- Ability to work and communicate in a professional and friendly manner, while fostering an environment of creativity and trust.
- Ability to engineer and create props that are both effective for storytelling and safe in practice.
- Knowledge of Adobe photoshop techniques a plus.
- Ability to interpret draftings both hand and CAD as well as create draftings as needed.

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- This position must be able to communicate orally and by e-mail with creative team members
- This position requires the ability to reposition and/or transport objects of 50 pounds.
- This position must be able to consistently position oneself in a stooping, kneeling, or crouching manner.
- This position occasionally ascends/descends ladders, stairs, and personnel lifts.
- This position must be able to differentiate colors of varying hues, tints, and pigments.

TO APPLY

Please submit a resume (with references) and a cover letter to Brian S. Newman, Director of Production at jobs@ufomt.org