

CCAETHEATRICALS



Props Coordinator:

Stipend: \$1,500

Reports to the Director and Stage Manager and works closely with other departmental leaders and production staff.

Hybrid: Mostly remote work with some in-person rehearsal hours.

CCAETheatricals

CCAETheatricals is a nonprofit professional theatre company based in Escondido. The mission of the organization is to celebrate the human connection through theatre and education by sharing stories that illuminate the individual experience and cultivate a collective voice. Learn more at theatricals.org.

Job Description

The Props Coordinator is responsible for organizing all aspects of theatrical properties, from delivery of rental package to the end of the run. Props Coordinators are highly organized, detail oriented, creative, and excellent communicators. The Props Coordinator will report to the Director during the rehearsal period and the Stage Manager during the performance run. The Props Coordinator works with the ASM and SM to coordinate the tracking and organization of properties.

Time Frame

August 19, 2024 - September 14 (opening) then minimal check ins thru October 6th (closing)

Responsibilities

1. Work with the production team to bring the artistic vision to life on stage.
2. Work collaboratively with the Stage Manager to deliver the props package in an organized, timely manner.
3. Communicate the detailed inventory of all props, and tracking, condition, and usage throughout production.
4. Attend all production meetings and minimal rehearsals as needed.
5. Work collaboratively with the Assistant Stage Manager to organize the backstage prop shelves and tables.
6. Communicate with ASM regarding handling and usage of props during rehearsals and performances.
7. Repair or replace props as needed to meet production standards.
8. Track all progress: expenses, process invoices, and provide regular updates to the Production Manager

Desired Qualifications & Skills

- Minimum 2 years experience as a Props Master in theatrical productions.
- Proficiency in Microsoft Office and Google Suite.
- Ability to remain calm and organized during high-stress situations.
- Excellent communication skills.
- Positive attitude and the ability to work in a collaborative manner.

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Benefits

- Opportunities for networking and professional development.
- Exposure to diverse perspectives and innovative approaches to theatrical production.

Questions about this role can be emailed to the Artistic Director, **Jordan Beck**
jbeck@theatricals.org