



J O B D E S C R I P T I O N

POSITION: Props Supervisor
DEPARTMENT: Production
REPORTS TO: Production Manager
STATUS: Full-time/Exempt
COMPENSATION: \$65,000 annually

ABOUT THE COMPANY

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Paula Tomei. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation’s largest commissioning programs for emerging, mid-career and established writers. Of SCR’s more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio.

ABOUT THE POSITION

SCR seeks a Props Supervisor to join our Production team. This position leads and supervises the prop department, which includes an Assistant Props Supervisor, Props Buyer, and Props Assistant. This team is responsible for the prop and set dressing needs for our 8-show season, conservatory productions, and special events. A great fit for this role means you enjoy leading and collaborating with a diverse group of artisans and designers and can set clear expectations for project completion dates and design execution. Ideal candidates will have demonstrated prop construction, carpentry, and management experience.

For SCR, props may include hand props, furniture, furnishings, drapery, foliage, and set decorations which are to be constructed, rented, borrowed or obtained as they relate to productions’ needs.

ABOUT THE ROLE

Management & Leadership

- Lead and motivate the Props department through completion of each show design execution. This includes hiring, training, and evaluating your team, as well as scheduling overhires as needed.
- Maintain regular communication of project progress and budget statuses to Production Management and designers.
- Collaborate with other Production departments on scheduling, shared spaces, and other needs.
- Collaborate and communicate with a diverse group of designers each season.
- Attend and participate in all Production Meetings and relay design information to the Props department.
- Attend technical rehearsals and note sessions as requested by the Production Manager.
- Maintain effective time management practices for project deadlines.
- Set clear expectations for task completion dates and work quality with Props team.

Stage Production Support

- Oversee the on-time completion of all show properties.
- Interpret prop design drawings and create plans for how to fulfill designers’ concepts within the props budget.
- Execute and instruct Props team on best practices for achieving props’ needed functionality and period treatments with various materials and methods. Lead and/or organize staff training as needed.
- Devise project workflow and task assignments based on design needs and each Props team member’s skills. Maintain oversight of project progress and quality.
- Participate in pulling rehearsal props, load-in/out of show props and dressing, and returning all items to their appropriate storage spots.
- Support other production departments show needs as requested by Production Manager.
- Maintain artistic integrity and high standards for quality of work.

Prop Shop Equipment, Company Vehicle, & Safety Management

- Ensure regular maintenance and cleanliness of the Prop Shop, stock, and equipment are upheld.
- Oversee Prop Shop safety, including equipment maintenance, safe and effective use of hand tools, electric and pneumatic power tools, and operation of rented or company vehicles.
- Follow protocols for company vehicle usage, including completing the mileage log.
- Oversee material supply, care, use and repair of shop tools and equipment.
- Arrange and approve material/tool purchases as needed with consideration to budgets.
- Uphold practices and guidelines established in South Coast Repertory's Health and Safety Manual.

ABOUT THE PERSON

Qualities and skills that best serve a Props Supervisor may be:

- A minimum of 3 years professional theatrical prop master/supervisor experience
- Detailed understanding of props management, period details, construction techniques, resources, and procurement
- Proven leadership abilities for managing staff, budgets, and time flows
- Experience with CAD programs and Adobe suite
- Able to give verbal and/or written instructions
- Able to remain flexible and adapt to changing priorities in a fast-paced environment
- Organizational skills to oversee multiple projects concurrently
- Team-oriented mindset and interest in maintaining a collaborative work environment
- Dedication to workplace safety
- Weekend or evening availability occasionally required
- Knowledge of weaponry and FSC highly desired
- Commitment to equity, diversity, inclusion and belonging and enthusiasm to nurture an anti-racist work culture.

WORKING CONDITION

Regular tasks of this position may include:

- Standing & walking for 4-6 hours at a time, occasionally outdoors
- Lifting 50-70lbs alone or with assistance
- Pushing/pulling dollies and carts
- Climbing ladders while carrying materials
- Loading furniture and large props into company & rented vehicles
- Kneeling, reaching, bending
- Regularly operating hand tools, electric and pneumatic power tools safely

COMPENSATION

SCR offers a comprehensive compensation and benefits package including a retirement plan with an employer match, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance.

COVID PROTOCOL

SCR requires that all employees be fully vaccinated against COVID-19 as a condition of employment, subject to limited medical or religious exceptions.

TO APPLY

To be considered for the position, please submit your resume, cover letter, portfolio, and 3 references to production@scr.org

SCR is a proud equal opportunity employer. We embrace diversity and are committed to creating an inclusive environment for all employees.