

MAILING ADDRESS: PO Box 19537, Seattle, WA 98109 206.441.4178

STREET ADDRESS: 201 Mercer Street, Seattle, WA 98109 info@intiman.org

**JOB DESCRIPTION**

Title:Properties Master

Department: Production

Supervisors: Production Director, Technical Director

Classification: Full-time Seasonal, Managerial, exempt

Dates: 7/1/2014 – 9/5/2014 + one additional week for strike 9/28/14

**Basic function:**

Provide all stage properties for the 2014 Intiman Theatre Festival, by means of construction, purchase, rental and borrowing, to ensure the timely and accurate realization of all prop elements. The festival includes four shows in the 446-seat Intiman Playhouse. All shows will be performed with a shifting unit set. Shows are rehearsed and performed in repertory.

 **Duties and Responsibilities:**

1. Supervise one fulltime Properties Artisan, who is represented by the IATSE Local 15
2. Working with Properties Artisan, build and paint properties as necessary
3. Maintain a well-supplied shop
4. Oversee the set up and breakdown of said shop
5. Attend production staff meetings, production meetings, and tech rehearsals and previews
6. Maintain shop budgets and bookkeeping
7. Organize borrowing and rental of items from other theaters, and ensure their timely and safe return
8. Supervise and maintain Intiman Props storage, including overseeing rentals and loans to other theatres
9. Shop for all props needs
10. Assist with special projects as needed
11. Maintain an open dialogue with Set Deisgner, Technical Director, Production Director and other key collaborators to ensure the highest quality of artistic standards possible within the resources provided by the theatre.

**Education/Skills Required:**

1. BA Technical Theatre or equivalent
2. Demonstrated experience as properties master
3. Working knowledge of IATSE agreements, with experience preferred
4. Strong building and painting skills
5. Practical knowledge of tools and equipment normally found in technical shops
6. Understanding of construction techniques, soft goods, wiring and electrical appliances
7. Willingness to work within historical periods as necessitated by the play

**Special Requirements/Knowledge:**

1. Flexible schedule, including evening and weekend hours
2. Valid driver's license
3. Ability to research products and solicit donations of properties from local business and industry
4. Must be able to lift and carry 60lbs.
5. Familiarity with surrounding theatrical community and business community
6. Maintain current awareness of technology of the field, products and practices.

**Expectations:**

1. Open, honest communication.
2. Identify issues before they become problems.
3. Positive attitude.
4. Utmost confidentiality.
5. Lead by example.
6. Attendance at all opening nights.

Email cover letter, resume and three professional references to:

Jennifer Zeyl

Production Director

Jennifer@intiman.org

**Intiman Theatre is an equal opportunity employer, and individuals of all cultural backgrounds and abilities are welcome and encouraged to apply for all positions.**