Associate Prop Master

DEPARTMENT: Production
CLASSIFICATION: IATSE, Hourly
STATUS: Non-Exempt
PAY: $29.17 / hr

LOCATION: La Jolla, CA on the beautiful campus of the University of California, San Diego
SCHEDULE: Regular day, night, and weekend work; occasional overtime opportunities
REPORTS TO: Prop Supervisor
WORKS WITH: LJP Staff, UCSD Residents & Students, Visiting Artists & Designers

POSTING DATE: December 2021
START DATE: January 31, 2022 – Flexible
TO APPLY: Submit a cover letter and resume to productionjobs@ljp.org. Please include in the subject line – “Associate Prop Master”

ORGANIZATION OVERVIEW

La Jolla Playhouse is a place where artists and audiences come together to create what’s new and next in the American theatre, from Tony Award-winning productions, to imaginative programs for young audiences, to interactive experiences outside our theatre walls. Founded in 1947 by Gregory Peck, Dorothy McGuire and Mel Ferrer, the Playhouse is currently led by Tony Award winner Christopher Ashley, the Rich Family Artistic Director of La Jolla Playhouse, and Managing Director Debby Buchholz. The Playhouse is internationally renowned for the development of new plays and musicals, including mounting 105 world premieres, commissioning 60 new works, and sending 33 productions to Broadway, garnering a total of 38 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre. These works include the Broadway hits Come From Away, Diana and Memphis, all directed by Ashley; The Who’s Tommy; the Pulitzer Prize-winning I Am My Own Wife; and Jersey Boys.

La Jolla Playhouse is committed to diversity in all areas of our work, on and off stage. We lead with our values and encourage individuals with unique perspectives to apply. La Jolla Playhouse is proud to be an Equal Opportunity Employer (EOE).
STATEMENT OF JOB

The Associate Prop Master, with the Prop Supervisor, is responsible for the planning, execution, and delivery of properties and all related aspects of property production for all shows and events at La Jolla Playhouse. This position interprets technical plans, pictures, and verbal ideas to produce functional props and set dressing.

ESSENTIAL JOB DUTIES

• In conference with the Properties Supervisor, direct and participate in the Construction, Installation, Strike and Transfer process for props of all productions.
• In conference with the Properties Supervisor, assist in the maintenance & organization of La Jolla Playhouse Prop Shop, venue inventory, materials and other resources including management, development, and tracking of LJP resources.
• In conjunction with Prop Supervisor and Production Management, coordinate with UCSD Theatre & Dance Department Technical personnel to ensure mutual success for all projects utilizing the Theatre District on the UCSD campus.
• Assist the Prop Supervisor to provide and coordinate rehearsal props.
• Assist in scheduling, accounting, purchasing and planning for all productions and prop shop.
• Communicate sensitive and confidential information to Designers, actors, directors and shop personnel when appropriate and necessary.
• With Prop Supervisor and Lead Prop Artisan, assist in scheduling and prioritizing all work.
• Advise on construction techniques and assist in problem solving to facilitate the completion of all props always keeping in mind budget, time and designer’s desired results.
• Perform and analyze risk assessments and reviews with visiting design teams and Production Management to achieve workable and safe productions at all levels.
• Attend dress rehearsals, technical rehearsals and previews as requested.
• In conference with the Prop Supervisor, Designer and assistant, coordinate notes from dress rehearsals and previews and establish priorities.
• Attend production and design meetings as requested.
• Perform other duties as assigned in collaboration with theatre personnel, professional creative teams, staff, management and other visiting artists.

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REQUIREMENTS & PROFICIENCIES

- 2 plus years of professional experience in theatrical prop management (or associate) in a LORT theatre environment or equivalent. Formal and cross disciplinary experiences will be considered.
- A familiarity of all aspects of the theatre – production and technical as well as performance.
- Knowledge of Design and period styles, theatrical terms and practices to develop accurate and precise props and set dressing. Architectural and art history vocabulary including the ability to reference period detail.
- Working knowledge of construction techniques and standards and the physical capability to operate standard wood working hand and power tools, specifically saws, routers, staple guns, and lathes. Thorough knowledge of carpentry, welding, sculpting, electricity, mold making and casting, and soft goods, upholstery and Ephemera.
- Strong computer skills. Knowledge of Microsoft Office, online shopping, Photoshop and/or Illustrator. CAD or Sketch Up a plus.
- Demonstrated success in time and personnel management (Calendars, Schedules, Production Process).
- Deep knowledge of and dedication to safe working practices.
- Demonstrated creative judgment, and excellent problem-solving, communication and time-management skills.
- Ability to work within specific deadlines and adapt to changing priorities as well as attend to numerous projects concurrently.
- Commitment to uphold and meaningfully engage with the mission, vision and values of La Jolla Playhouse.
- Being fully vaccinated against COVID-19 by an FDA approved vaccine is a condition of employment

PHYSICAL DEMANDS

- Frequently maneuvers large and/or heavy objects weighing up to 25lbs with assistance.
- Frequently moves between work locations within the Theatre District.
- Ability to work extended hours including nights and weekends during load in and technical rehearsals.
- Ability to drive rented La Jolla Playhouse vehicles, included being accepted on LJP’s vehicle insurance policy.
- Ability to work at heights, around moving machinery, and with exposure to noise, vibration, and dust. Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, vapor, gasses, and/or materials.