

Production Props / Lead Prop Runner

DEPARTMENT: Production
CLASSIFICATION: Full-Time Seasonal, IATSE Hourly, Non-Exempt
PAY: Department Head Rate, IATSE Local 122 – Currently \$31.65 per hour
LOCATION: On-site in La Jolla, California on the beautiful campus of the University of California, San Diego
SCHEDULE: Weekdays, some overtime, weeknights, holidays and weekends
REPORTS TO: Props Supervisor
WORKS WITH: LJP Staff, Visiting Artists & Designers, IATSE Labor, UCSD Residents & Students
SUPERVISES: IATSE Props Runners; IATSE Apprentices & Pre-Apprentices

POSTING DATE: January 2023
START DATE: May 6, 2024

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 110 world premieres, commissioning 70 new works, and sending 35 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).

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STATEMENT OF JOB

Under the direction of the Prop Supervisor and Production Manager, the Lead Prop Runner serves as a key member of La Jolla Playhouse's Production Staff. The Lead Prop Runner works in a fast-paced and detail-critical environment, participating in and facilitating prop activities onstage including load in, tech, the run of a show, and strike & transfer.

The Lead Prop Runner collaborates with the Assistant Stage Manager and Production Carpenter on all assigned projects, and is responsible for the management of all props during technical rehearsals, previews, and performances. Key to the success of those projects, the Lead Prop Runner, in conjunction with the Props Supervisor and Production Manager, will take an active role in communicating with other IATSE Prop Runners and La Jolla Playhouse Management to ensure successful execution of all designed scenic elements. The strongest candidate is a leader and technician committed to the artistic vision and mission of La Jolla Playhouse.

ESSENTIAL JOB DUTIES

- In partnership with the Prop Supervisor, Prop Department and Stage Management, coordinate, execute and maintain the prop design and requirements of the production in a safe and efficient manner, including incoming productions and co-productions.
- Lead the Production Props crew in the successful tech, preview, and performance of all shows to which they are assigned.
- As the production requires, repair and maintain props and consumables for the production including purchasing consumable props.
- Ability to work well with designers, actors and others in a calm, flexible manner in a position which is by nature subject to much change with little notice.
- Communicate with Stage Management and the Prop Supervisor to troubleshoot and solve problems to maintain the artistic integrity of the production.
- Ensure appropriate and safe handling of props by the cast and crew in the course of the run of the Play.
- Responsible for the communication of running notes during the technical rehearsal process between Props Crew, Stage Management, and Props Staff.
- Manage a crew of 1 to 6 people.
- Attend production meetings, run throughs, tech rehearsal, previews, and note sessions as requested by the Props Supervisor and Production Manager.
- Assists in risk assessments and reviews with Technical Direction Staff and Production Management to achieve workable and safe productions at all levels.
- Treat others kindly and professionally when collaborating with all theatre personnel, professional creative teams, staff, management and other visiting artists.
- Organize and maintain assigned shop workspaces.
- Participate in shop clean-up, special projects and prop shop maintenance as assigned.
- Work strikes, load-ins, pack and prepare to ship show props that are transferring.
- Unpack, repair, maintain and repack shows that are presented from co-productions.
- Troubleshoot and solve problems to maintain the artistic integrity of the production.

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QUALIFICATIONS

- Demonstrated experience in a theatrical prop department or equivalent experience in related fields (such as woodworking, restoration, welding, finish carpentry).
- Works well under pressure and time constraints, maintaining a calm demeanor in the face of new and unexpected challenges.
- Ability to effectively communicate with production team.
- Demonstrated skills and detailed knowledge of specialized tools used in advanced production operations.
- Demonstrated success in time and personnel management (Calendars, Schedules, Production Process).
- Knowledge of and dedication to safe working practices.
- Possess strong critical thinking, attention to detail, problem solving, and organizational skills.
- Access to reliable transportation.

REQUIRED COMPETENCIES

- Cultural Competency: An understanding of Anti-racism and Anti-Oppression principles and practices, and the ability to interact effectively with people of different cultures and backgrounds.
- Communication Competency: The ability to communicate transparently and effectively.
- Relationship Management: Excellent social and collaborative skills with an emphasis on building and maintaining meaningful and reciprocal relationships.
- Project Execution: The ability to employ attention to detail, the ability to manage competing priorities and the ability to follow through. As well as, the ability to productively question the status quo and engage in solution-oriented thinking.
- Time Management: The ability to efficiently manage time, effort and decision-making skills.

PHYSICAL DEMANDS

- Ability to work extended hours, including nights and weekends, during tech and performances.
- Frequently performs work on ladders, lifts, catwalks, and grids.
- Frequently lifts up to 50lbs with assistance.

WORK ENVIRONMENT

- Environment varies from dark/quiet backstage, on the grid and into a bright/loud on stage.
- Regular work on tension wire grid

TO APPLY

- Please send resume and references along with a cover letter to productionjobs@ljp.org
- No phone calls please