

Production Props / Lead Prop Runner

DEPARTMENT: Production Props

CLASSIFICATION: IATSE Hourly

STATUS: Non-Exempt

PAY: \$25.97 / hr

LOCATION: La Jolla, CA on the beautiful campus of the University of California, San Diego

POSTING DATE: March 2022

SCHEDULE: M-F 8:00a-4:30p – Occasional nights, weekends and holidays.

REPORTS TO: Prop Supervisor and Production Management

WORKS WITH: LJP Staff, Visiting Artists & Designers, IATSE Labor, UCSD Residents & Students

TO APPLY: Submit a cover letter, resume and references to productionjobs@ljp.org. Please include in the subject line – “Production Props / Lead Prop Runner”

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).

– more –

STATEMENT OF JOB

Under the direction of the Props Supervisor and Production Manager, the Lead Prop Runner serves as a key member of La Jolla Playhouse's Production Staff. The position 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 performance. 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 an artist and technician committed to the artistic mission, vision and values of La Jolla Playhouse.

ESSENTIAL JOB DUTIES

- In conference with the Props Supervisor 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 collaborate and communicate 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 Props 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.
- Oversee 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.
- Assist in risk assessments and reviews with Technical Direction Staff and Production Management to achieve workable and safe productions at all levels.
- Perform other duties as assigned in collaboration with theatre personnel, professional creative teams, staff, management and other visiting artists.

– more –

REQUIREMENTS & PROFICIENCIES

- 1+ years of professional experience in a prop shop and 2+ years of professional experience in backstage management in a regional theatre environment.
- Works well under pressure and time constraints, maintaining a calm demeanor and positive attitude in the face of new and unexpected challenges.
- 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, collaboration, communication, and organizational skills.
- 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.
- Access to reliable transportation.

PHYSICAL DEMANDS

- Ability to work 8- to 16-hour days, occasionally nights and weekends, occasionally 6 days in a row.
- Frequently ascends/descends and moves about on ladders, lifts, catwalks, and grids.
- Frequently maneuvers large and/or heavy objects weighing up to 50lbs with assistance.