

2027 Season Head of Properties Job Description

Term: January 4, 2027 through April 8, 2027

Salary: Position is governed by the collective bargaining agreement between PBO and IATSE local 500

The Head of Properties will work with the Director of Production (DP), Technical Director (TD), Stage Management and Stage Directors in acquiring and preparing all properties for PBO Productions. Will ensure compliance with expense budgets and safety. Position responsibilities include, but are not limited to the following duties, in addition to other duties as assigned.

- Prepare, transport, and maintain inventory of PBO stock properties and equipment.
- Consult with stage directors and stage management staff to accommodate prop needs for rehearsals.
- Provide rehearsal props from the PBO Warehouse and source locally and /or nationally if needed.
- Keep accurate accounting of all spending with the Director of Production to maintain properties budget.
- Address stage prop issues/needs/changes throughout the rehearsal process in a timely fashion.
- Attend PBO production meetings.
- Work in tandem with Stage Management on stage prop show run paperwork.
- Work with artists to develop their understanding and usage of props.
- Coordinate with the Technical Director and Stage Managers to arrange stage props transfer to performance venues.
- Work with the Technical Director on stage props load in at the Kravis Center for the Performing Arts.
- Supervise and coordinate orchestra set up of chairs, stands, and lights in performance venues.
- Provide stage prop maintenance and modification as required throughout tech rehearsal and performance period.
- Supervise and lead IATSE prop crew for performances and rehearsals.
- Maintain a safe and efficient working environment.
- Create and maintain paperwork for prop returns.
- Supervise the strike of all props at end of show and return to PBO warehouse or place of origin.
- Prepare production records for each production.

Qualifications:

Flexible, focused and well-organized team player

Ability to work quickly and accurately with attention to detail

Ability to prioritize and multi-task

Ability to track and document petty cash and credit card expenditures and returns

Design experience preferred, but not essential

Requirements: Must be able to lift and carry 50 lbs. Stand for long periods of time. Work long (12+ hour) days while in production.

Interested applicants should send a letter of interest and resume to

jbruckerhoff@pbopera.org

Reports to: Director of Production – Seasonal full time position (12 weeks +/-)