Props Manager

Salary: $54,000 - $56,000 with benefits
Location: Hartford, CT (in person)
Supervisory role: Yes
Department: Production
Reports to: Director of Production
Status: Full-time, exempt
Benefits: Yes

Who we are

The pandemic shutdown gave us a chance to pause. We used the time to listen, deliberate, and reflect. We looked at ourselves, and we looked at our home city—one that is mixed across differences such as race, language, sexual orientation, culture, gender identity, and more. At our core, we became consciously aware that we do not reflect the breadth and beauty of diversity the way we could and should.

As we re-opened our doors, we at Hartford Stage seized the moment to take intentional, deliberate actions to truly become Hartford’s stage.

Who we’re looking for

Maybe you’ve worked in engineering, teaching, hospitality, carpentry, or IT. Maybe you were a bartender, a ride-share driver, a nurse, or an HR manager. Maybe you’ve been looking for a different place with new scenes and fresh lighting for a while, or maybe theater has been your life for a long time, and you can’t wait to get back. This role could be that opportunity.

The position we’re filling

As the Props Manager you will be leading a team whose primary purpose is to find, purchase, or fabricate any and all props onstage for all Hartford Stage productions. You are an exceptionally flexible collaborator with an eye towards details and authenticity as well as a creative problem solver. You will assist the designer and director in the implementation of their vision and full realization of the design. You will have a hands-on role in all aspects of the process including collaborating on the budget and expenses for a show, working within the resources at hand and managing the flow of communication. You will hire and lead a team of temporary workers when needed whilst cultivating and expanding our labor pool. You will be a stellar communicator during rehearsals and tech periods staying ahead of problems, having solutions at hand and supporting the work onstage.

What you’ll be doing

- Working with scenic designers and directors to realize each design and facilitate actor needs.
- Communicating with designer, director and stage manager on the needs within the rehearsal process and performance run.
- Working with available information to monitor costs for each design whilst being creative in solving resource issues.
- Ensuring that all regular and over-hire staff working within the props department use all tools, equipment and materials safely. Providing training when necessary in proper use and the appropriate personal protection equipment.
- Using the design and props list, determining which items can be pulled from stock, borrowed, purchased or fabricated.
• Allocating and monitoring the departmental material and labor budget for each show.
• Creating a detailed plan on the timeline and procurement of all items needed for the production.
• Ensuring that rehearsal needs are met in consultation with director and stage management.
• Working with other production department heads in the creation of the load-in and strike schedules to maximize time and convenience to all crews.
• Working in conjunction with Director of Production and other department heads in the realization of artistic goals, setting expectations of budget realities and creating a culture of collaboration.
• Ensuring the shops, loading zone and storage areas are maintained in a clean and safe manner.
• Managing and overseeing the rentals or loans of props from stock to other organizations or outside groups.
• Attending or delegating a surrogate to attend all tech rehearsals and preview performances deemed necessary by the director of production.
• Providing props for readings, discussions, and other Hartford Stage events.
• Recommending and purchasing capital acquisitions when appropriate.
• Reviewing, signing, and delivering to the assistant production manager time sheets for all regular and over-hire staff.
• Managing all props department staff including assistant props manager, and over-hires.
• Hiring all props staff as needed including over-hire positions.

What you bring

Excellence in:
• Verbal and written communication and interpersonal skills
• Time management, prioritization, and attention to detail
• Creative problem solving
• Budget management
• Understanding of historical periods and styles
• Researching and shopping for ideal items
• Understanding a variety of construction techniques across many materials
• Microsoft Office Suite
• Managing projects of all sizes particularly those of a large scale
• Working closely with theatre artists, designers and colleagues
• Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on the props department operations and decision-making
• Organizational diplomacy
• A valid driver's license and the ability to drive larger (non-CDL) vehicles

Bonus Points:
• Knowledge and proficiency with any of the following: 3D printing, Adobe suite and AutoCAD
• Proficiency in painting and finishes
• Bilingual

What we bring

• A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
• An invitation to contribute to a team of talented and collaborative individuals committed to a Tony award-winning legacy
• A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
• A once-in-a-career opportunity to make an impact in the field and in the Hartford community
A place where everyone belongs

Since our re-opening, post the pandemic shutdown, Hartford Stage has been actively engaged in reducing bias in all we do, and in the way we think about and practice equity, diversity, and inclusion—from drafting job postings to the performances we bring to our stage. It all begins with a workplace where every voice is heard, where every person is seen—a place where everyone belongs.

We look forward to welcoming you into the conversation. All are encouraged to apply.

Please email your letter of interest and most current resume to hr@hartfordstage.org

Hartford Stage has a mandatory COVID vaccination policy for all employees. Details on the policy, as well as procedures for seeking reasonable accommodations relating to disability or religious practice, will be provided to all candidates for employment during the interview process.