



Job Title: Props Supervisor
Reports to: Technical Director
Status: Independent Contractor, Seasonal
Works With: Director, Designer and Technical Director

General Props Supervisor Duties:

- Attend prop walk thru, rehearsals, final room run, technical rehearsals, after rehearsal notes sessions and strike for all shows as needed.
 - Shop for and supply any perishable items needed for the show.
 - Receive rehearsal reports and take care of notes within a timely manner, typically within 24 hours.
 - Communicate with the Stage Management staff regarding progress on notes and updates on props.
 - When we move to the Kauffman space, in conjunction with the TD, work with the IATSE crew prop department to make sure the props for the show are being taken care of and repaired properly.
 - Understand and stay within the given budget for the show. Communicate with the TD and Director of Production if there are budgetary issues.
- FOR NEW PRODUCTIONS, BUILT BY LOKC:
 - Work with Designer and the TD to prop the show within the design and budget.
 - Make an estimation budget for purchases, build materials and labor after seeing designs of the show.
 - Build and shop for all props for the show as needed.
 - Create a Prop Resource list with photos, descriptions, and quantities of all props.
 - Create a Prop Source list that contains source information for purchased props.
 - Be present at strike to inventory the show as it is being packed. This may also be done at the Production Center after the closing performance.
 - FOR RENTAL PRODUCTIONS, PRODUCED BY LOKC:
 - Work with Director, Designer, and TD for any prop changes and additions as needed.
 - Inventory the show when it arrives. Communicate any missing or broken items to the TD.
 - Fix broken props and acquire new props as needed.
 - Be present at strike to inventory the show as it is being packed.
 - FOR RENTAL PRODUCTIONS OWNED BY LOKC, BEING RENTED TO OTHER COMPANIES:
 - Inventory and repack props as they are being prepared for shipping.
 - Inventory and inspect props when they are received by LOKC after the rental. Document any damage with photos. Communicate any missing or damaged items to the TD. Replace or fix props that are missing or damaged.
 - Keep the Prop resource list for each show up to date with photos, descriptions, and inventory numbers.

Other Duties:

- When using LOKC equipment, always use the safety guidelines put forth by LOKC.
- Organize and maintain the prop storage area.
- Work with the TD on any outside prop rentals.
- Work with the TD on any props needed for any other LOKC events.

Required Qualifications:

- Bachelor's degree or 3 years of experience working in a professional prop atmosphere.
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite
- Ability to collaborate with staff and professional colleagues
- Knowledge of Kansas City area helpful but not required

Physical Demands:

- Must be able to work nights and weekends, as required.
- Must have the ability to lift/move furniture and some construction materials.
- Must be able to twist, turn, bend, reach and work overhead.