

Role Properties Supervisor

Wexford Festival Opera is accepting applications for a Props Supervisor during its 2012 Season: *L'Arlesiana*, *Le roi malgré lui*, *A Village Romeo and Juliet*. The Props Supervisor is responsible for the overall operations of the props department.

Reports to Production Manager**Key Responsibilities**

- Collaborate with scenic designers, stage directors, the Production Manager and the Technical Director to interpret and execute the prop and set dressing design
- Liaise with prop hire houses, vendors, co-producers, and shops for procurement and fabrication of items
- Supervise Prop Assistants
- Liaise with production staff, stage management, and stage crew
- Maintain prop budget and document all expenses, within budget

Specific Duties

- Collaborate and maintain contact with designers during development process
- Attend production meetings, notes sessions, rehearsals, and technical and dress rehearsals
- Provide rehearsal prop items for first day of rehearsal
- Provide all show props by stage / orchestra rehearsals
- Maintain high artistic standards and meet all health and safety requirements
- Maintain and repair properties as needed throughout the rehearsal period and performance, tend to all notes during production period
- Respond to daily rehearsal reports and other rehearsal needs in a timely manner
- Compile and maintain a list of props used in each production with a description of each item and where it was rented or purchased
- Maintain prop department stock
- Supervise the maintenance and cleanliness of prop department and spaces
- Arrange for the packaging and return of all props upon load-out of rehearsal room and the theatre
- Liaise with stage management, props crew, stage crew, etc. during load-in, technical rehearsals, performances, and load-out
- Provide original receipts for all expenses and maintain expense documents

Skills of Interest

- Basic carpentry
- Scenic Painting / Studio Art
- Sewing
- Upholstery
- Art history
- Computer Skills: Microsoft word and excel
- Budget management

Other

- At least five years professional experience in technical theatre
- Must have experience managing multiple productions simultaneously
- A valid full drivers license required
- Excellent organizational skills
- Time management skills

Schedule

- The position requires a time commitment of 10 September through 5 November 2012. Candidate must reside in Wexford, Ireland during these dates.
- Pre season meetings and design presentations prior to 10-Sept to a schedule agreed in advance with the Production Manager
- Start date is negotiable
- A full time commitment during production period

Fee

- Competitive fee commensurate with experience
- Seasonal, self-employed contract

Contact

For further information and consideration please send resume and materials to Bradley Vernatter, Production Manager, at productionmanager@wexfordopera.com; please, no phone calls. All materials must be received by March 1, 2012.

About Wexford Festival Opera

Founded in 1951, Wexford Festival Opera produces a series of operas, recitals, concerts, and fringe events each autumn on the southeast coast of Ireland. The highlights of each season are the mainstage rarities produced in the Wexford Opera House. The Opera House, opened in 2008, is a 771-seat state of the art auditorium. Wexford attracts industry talent, audience members, and recognition from across the globe.