



Flat Rock Playhouse, the State Theatre of North Carolina, enriches lives through the art of theatre by nurturing talent, inspiring creativity, and encouraging growth.

Founded in 1952 as the Vagabond School of the Drama by the Vagabond Players, this mission builds on the Vagabond legacy of excellence in production, education, life-long learning, and a unique family bond that extends to its community of patrons, supporters, and partners – the Vagabond family spirit.

Flat Rock Playhouse is a 501(c) (3) non-profit charitable organization.

JOB DESCRIPTION

Job Title: Assistant Props Manager
Salary & Benefits: \$16.00-18.00 per hour (plus overtime after 40 hours)
Eligible for Insurance and PTO Benefits after 90 days
Single Room Housing with Shared Bathroom Provided
Department: Props
Reports to (Position): Props Manager

Dates of Employment: April 7 – September 14, 2025

SUMMARY: The Assistant Props Manager will be responsible for assisting the Props Manager in the realization and procurement of all prop elements for FRP productions and for maintaining all props including furniture, set dressing and hand props throughout a production run. Additionally, the Assistant Prop Manager will work closely with and oversee properties artisans and assist with the upkeep of the properties shop, storage, tools, equipment and inventory.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Function as lead props manager on productions as assigned
- Construct, refurbish, paint, upholster and maintain props
- Shopping, buying, and procurement of props
- Research and develop ideas for set and hand props based on designer and directors concept and needs
- Coordinate with stage manager and director on rehearsal props
- Maintain prop shop and storage
- Attend production meeting, rehearsals and tech when assigned by Props Manager
- Participate in load in and strike of shows
- May serve as run crew or sub as necessary
- Commitment to the training and professional development of entry level theatre artists.
- Complete required parking shifts during show runs along with other staff as assigned by management

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in theatre/related field or commensurate experience.
- 2 years experience in props or crats preferred.
- Required: High school diploma or equivalent.

SKILLS AND KNOWLEDGE REQUIRED:

- Prop construction
- Basic sewing
- Furniture repair and upholstery



Assistant Props Manager Job Description (cont.)

- Painting and staining techniques
- Knowledge and use of power tools
- Computer savvy in photoshop or other digital media programs
- Ability to lift 50 lbs.
- Valid driver's license
- Organized and personable
- Experience in leading a team
- Independently motivated
- Problem solving and communication skills
- Flexibility in schedule, ability to work shifted and overnight schedules

The description of the position in this document is representative and not exhaustive. Regular collaboration between shops in the production department and the wider organization is expected. Duties and responsibilities may shift with organizational needs.

Flat Rock Playhouse is making every effort for the health and safety of the acting company, volunteers, staff, and patrons following the COVID-19 pandemic. Along with following any Federal, State, and Local mandates, Flat Rock Playhouse encourages full vaccination against COVID-19.

Flat Rock Playhouse strives to create a diverse and inclusive environment. All candidates will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability or age. Candidates should demonstrate empathy, flexibility, and a strong commitment to building diverse teams. BIPOC and LGBTQIA+ individuals are encouraged to apply.

Revised 12/8/24