



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: Props Manager

Pay Type: Full Time Salaried with Benefits

Salary Range: \$47500 - \$50,000

Status: Exempt

Hours: 40 hours minimum expected, schedule will vary

Department: Production- Props

Reports to (Position): Production Manager

SUMMARY: The Props Manager is responsible for the realization of all prop elements and may include “outside” non-FRP projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with PM to hire all props staff
- With PM develop and oversee annual/show budgets
- Oversee Load-In and Strike of props
- Long range planning to serve equipment and facility needs of prop shop
- Oversee and coordinate the creation, construction and procurement of all props- consult with TD on construction of props as necessary/appropriate
- Create cost estimates on shows prior to build
- Work directly with designers and directors to establish priorities
- Attend all technical rehearsals and production meetings
- Maintain clean and safe workspaces
- Maintain all shop inventory and equipment
- Working knowledge of prop stock/inventory and storage facilities
- Provide support for Playhouse Jr classes, camps, outreach and other playhouse events
- Develop and deliver curriculum to Playhouse Jr campers as well as entry level technicians
- Assist with parking shifts pre-show, ensuring an efficient traffic flow, and a safe organized experience for guests

EDUCATION AND EXPERIENCE:

- Bachelor Degree in related field preferred.
- Required: High school diploma or equivalent.
- Minimum 3-5 years experience in Props for the Theatre

SKILLS AND KNOWLEDGE REQUIRED:

- Supervisory skills
- Ability to work within tight deadlines and budgets
- Experience in creating and monitoring budgets

Flat Rock Playhouse is making every effort for the health and safety of the acting company, volunteers, staff, and patrons during the COVID-19 pandemic. Along with following any Federal, State, and Local mandates, Flat Rock Playhouse will be operating under the Actors Equity Association fully vaccinated guidelines.

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.