

August 6, 2018



Job Description: Props Master, Milwaukee Youth Theatre Inc.

The Props Master position is part of the MYT technical support staff, reporting to the specific Production Director.

Essential requirements for this position are effective and inclusive communications skills, theatre experience and expertise, prop construction skills, ability to follow instructions, multi-task, work independently, work under deadlines and have a flexible schedule. Ability to work well with students and adult volunteers is also a requirement.

This position is contract position. Pay rate is dependent on demonstrated skills and experience.

The Prop Masters duties include, but are not limited to:

- Meet with the Director to create a list of all props needed.
- Create a list of consumable prop items.
- Pull from stock, borrow, rent, or manufacture all needed props. When necessary, purchase additional props, subject to established budget.
- Purchase, and arrange storage of all consumable/ perishable items and arrange restocking when needed.
- Determine when Director requires rehearsal props and which props are needed..
- Co-ordinate the set up, location and organization of prop tables.
- Makes sure props remain in good condition during the run of the show.
- Staying within the established budget. Any expenditure beyond the budget must have prior approval from the Finance Manager. Receipts will be turned into him.
- Supervise the prop portion of the production strike.
- Return, restock and repair - if needed- all props as soon as possible following the close of the production.

Milwaukee Youth Theatre is a resident artist company at the Lincoln Center of the Arts located on Milwaukee's East Side. MYT utilizes two performance spaces within the Center. Ivory Hall is standard proscenium theatre seating in excess of 800. Studio 208 is a black box space seating 60. Studio 208 is also the rehearsal and construction space for MYT.