Arizona Theatre Company (LORT C1) is the state’s only LORT theatre, as well as the only LORT theatre in the country that produces in two cities—Tucson and Phoenix Metropolitan Area. Under the leadership of ED Geri Wright and AD Matt August, ATC produces 5-6 mainstage shows, various workshops and galas each year. Shows are built, rehearsed, and opened in Tucson at the Temple of Music and Art, and then move to the Phoenix Metro Area at our new home at the Tempe Center for the Arts.

Arizona Theatre Company strongly encourages candidates from underrepresented communities within the industry to apply.

Overview
The Properties Supervisor’s primary role is to serve as a liaison between the Scenic Designer, the Properties Department, the Artistic Department, and all other production departments. As supervisor, the position is responsible for coordinating, planning, maintaining and implementing all of the properties needs for our unique two-city operation.

Essential Functions:
- Responsible for planning, organizing and running the Properties Department.
- Responsible for maintaining department budgets, daily bookkeeping and cost estimates for each production.
- Manage and participate in the creation, fabrication, purchase, rental, or procurement of all properties and furniture.
- Work closely with Directors and Designers to effectively communicate the prop needs of the show to the Properties Shop.
- Work closely with Stage Management to ensure continued communication regarding needed props as the rehearsal processes progresses.
- Directly supervise the Artisans and any prop overhire.
- Organize, coordinate, and supervise all departmental crew calls, including any IATSE crew calls.
- Provide support to the designers in achieving designs.
- Coordinate daily schedules with production management, designers and other department heads.
- Coordinate interdepartmental design elements with other department heads.
- Responsible for maintaining all properties stock, tools, supplies and equipment.
- Handle all external rentals of properties. This includes creating rental policies, pulling items, repairing items and restocking.
- Attend all department head meetings, production meetings, technical and dress rehearsals, preview note sessions and other team meetings as required, unless assigned to another team member.
- In coordination with the Artisans, coordinate the transfer of all shows from Tucson to Tempe.
Essential Functions (continued):
• Oversee resource management for properties needs for ATC events as assigned. (i.e. Summer on Stage, Gala, special events).
• Update, generate, and maintain all departmental documentation.
• Ensure all safety protocols are being upheld in alignment with the ATC Safety Manual.
• Other duties as assigned by supervisor.

Qualifications
• Knowledge of standard properties technologies, techniques, and practices.
• An understanding of period-appropriate furniture, hand props and printed materials.
• Knowledge of and ability to operate standard prop shop tools, including prop carpentry tools.
• Experience in resource and budget management.
• Experience in crew leadership
• Skilled in Microsoft Office, Adobe Creative Cloud. Airtable a plus.
• Experience with 3-D printing a plus.
• Must be able to obtain valid driver’s license.

Preferred Skills
• Effective communicator with designers, staff and overhire.
• Able to promote and cultivate a safe and organized work environment.
• Attentive to detail, accountable and skilled in time management.
• Ability to operate counterweight flying systems and personnel lifts.
• Sewing skills and knowledge of standard upholstery techniques
• Knowledgeable about graphic design basics and Photoshop.
• Painting, sculpting, furniture crafting and gadgetry skills preferred.

Physical Demands & Scheduling Requirements
• Must be able to lift and move items weighing at least 40 pounds.
• Must be able to perform physical activities such as, but not limited to lifting and bending, climbing ladders.
• Ability to work from heights (ie grids, catwalks, ladders, and genie/ scissor lifts).
• Available to work nights and weekends. Workdays could be long and could include long periods of time either sitting or standing.
• Short Tempe residencies may be required based on production schedules.

HOW TO APPLY: Please send a resume and a cover letter with references to Sheldon Lane at productionjobs@arizonatheatre.org. Please put "Properties Supervisor" in the subject line.