



MATT AUGUST
KASSER FAMILY
ARTISTIC DIRECTOR

ANA ROSE O'HALLORAN
EXECUTIVE DIRECTOR

PO BOX 61893
PHOENIX, ARIZONA 85082

PO BOX 1631
TUCSON, ARIZONA 85702

833-ATC-SEAT
ATC.ORG

Properties Director

Reports To: Production Manager

Direct Report Include: Properties Lead, Properties Associates

Status: Full time, exempt, year-round

Salary: \$53,000 – 57,000 Annually

Location: Tucson based

Updated 8/20/26

About Arizona Theatre Company:

Founded in 1966, Arizona Theatre Company (ATC) is Arizona's only LORT (League of Resident Theatres) professional nonprofit regional theatre and the Official Arizona State Theatre. Nationally recognized for artistic excellence, ATC uniquely operates in both Tucson and Tempe/Phoenix. In Tucson, ATC performs at the historic 635-seat proscenium Temple of Music and Art and also operates a 22,000 square foot production facility including build shops and stock. In Tempe/Phoenix, ATC is the Home Company at the 550-seat Tempe Center for the Arts. ATC currently produces a five-show season. ATC's mission is to create world-class theatre that explores what it means to be alive today—sparking empathy, curiosity, and joy while bringing communities together. Through mainstage productions, education programs, and community engagement, ATC serves more than 200,000 individuals annually.

Position Summary:

Reporting to the Production Manager, the Properties Director's primary role is to serve as a liaison between the Scenic Designer, the properties department, the artists, and all other production departments. The Properties Director is responsible for coordinating, planning, maintaining, and implementing all of the properties needs for our unique two-city operation. This position is a member of the production department director team and is responsible for representing their production department to the production management team and ATC as a whole.

Key responsibilities include:

- Planning, organizing, and running the properties department.
- Assigning daily work tasks and supervising timekeeping of properties stagehands.
- Coordinating and supervising over-hire stagehand calls with production management.
- Providing mentorship and professional development opportunities for direct reports.
- Maintaining department budgets and daily bookkeeping. Lead cost estimates, purchasing/renting, and returning of all properties according to specific production and departmental needs within budget limits.
- Communicating with production management regarding capital equipment upgrade needs.



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- Working closely with Directors and Designers to effectively communicate the prop needs of the show to the properties department.
- Working closely with stage management to ensure continued communication regarding ongoing props needs during the rehearsal and performance processes.
- Responding to rehearsal reports and notes in a timely and effective manner.
- Coordinating interdepartmental design elements with other departments.
- Overseeing proactive, artistically driven selection and placement of set dressing prior to tech.
- Shopping for and pulling properties with the Scenic Designer. When shopping and pulling independently, demonstrate a deep understanding of the Scenic Designer's vision.
- Attending all production meetings and technical, dress rehearsal, preview note sessions and other team meetings as required.
- Planning and overseeing the transfer of all shows from Tucson to Tempe/Phoenix, including detailed documentation to ensure continuity.
- Ensuring safe handling of property weapons and facilitate training for all applicable parties on safe use and storage.
- Ensuring that properties comply with sensitive actor needs such as allergies or food aversions.
- In conjunction with production management, assigning crew to pull, repair, and restock properties for presentations, special events, and third-party rentals.
- Updating, generating, and maintaining all departmental documentation.
- Coordinating the maintenance of stock, tools, supplies, inventory and equipment.
- Ensuring all safety protocols are being upheld in alignment with ATC Safety Manual.
- Promoting and cultivating a safe and organized work environment.
- Other duties as assigned.

Experience, Skills, and Attributes:

- Knowledge of techniques, practices, tools, and technologies commonly used in creating properties. Including but not limited to painting, sculpting, sewing, upholstery, furniture construction, and graphic design.
- A strong understanding of historical accuracy relating to properties.
- Artistic sensibility and proactivity, ability to translate vague artistic requests into creative ideas and realities.
- Experience in resource and budget management.
- Experience in I.A.T.S.E. crew leadership.
- Skilled in Microsoft Office, Adobe Photoshop, and graphic design basics.



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- Must be able to obtain a valid driver's license.
- Effective communicator with directors, designers, stage managers, actors, staff, and over-hire.
- Attentive to detail, accountable, and skilled in time-management
- Commitment to ATC's mission, values, and to fostering an inclusive, respectful, and equitable workplace.

Physical Demands and Scheduling Requirements:

- Schedule varies based on production needs and may require working nights and weekends. Workdays could be long and could include long periods of time either sitting or standing.
- Short Tempe/Phoenix residencies required based on production schedules.

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