



Job Description: Head of Properties
Reports To: Director of Production, Scenic Designer(s)

Summary:

Des Moines Metro Opera is a major summer opera festival located in Indianola, IA. The company produces 3-4 new productions each season in a summer repertory schedule, presented within the intimate 467-seat theatre at the Blank Performing Arts Center. Our 52nd season includes a rental production of Rossini's *The Barber of Seville*, a new production of R. Strauss's *Salome*, a new production of Debussy's *Pelléas & Mélisande*, and a new production for the world premiere of Damien Geter and Lila Palmer's *American Apollo*.

Principle Duties and Responsibilities:

- Run all aspects of the Properties Department including budgeting and management of crew hours. Oversee building and purchasing of all properties for the season.
- Attend all production meetings.
- Communicate all properties changes and information to Stage Management and appropriate departments.
- Supervise the shop properties crew and interns in build or modification of all properties.
- Prepare the Properties Department with all information to strike and return all properties to their proper places in working condition.
- Assist in locating properties for the Scenes Program from existing stock.
- Assist with the Internship Program, which can include running a Prop Workshop.
- Maintain a clean and safe working environment.

Dates of Employment:

Sunday, May 12 – Monday, July 28, 2024.

Compensation:

\$950/week during the festival season.

\$300 travel stipend to be paid upon arrival.

DMMO will provide a single occupancy room in a shared apartment during the residency period.

Qualifications and Skills

Any Combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- 4+ years of experience working as a props artisan.
- Experience working within a budget.
- Experience working on a backstage run crew.
- Minimum BA/BFA in Theatre or equivalent professional experience
- Excellent verbal and written communication skills

Application Process:

Submit resume and cover letter via email with the subject line "Head of Props" to:

Production@dmmo.org

Attention: Bridget Anderson, Assistant Production Manager

Deadline:

Applications will be accepted until the position is filled. Applicant screening process to begin immediately.

As an Equal Opportunity Employer, Des Moines Metro Opera celebrates diversity and inclusion. We do not discriminate against any employee or job applicant on the basis of race, color, religion, national origin, creed, gender identity, sexual orientation, pregnancy, disability, age, veteran status, political affiliation or philosophy. All qualified applicants are encouraged to apply.