

# DES MOINES METRO OPERA

**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 52<sup>nd</sup> 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*. The dates for DMMO's 2024 Festival Season are May 13 – July 28, 2024.

## **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.

## **Essential Job Functions:**

Works with creative teams and performers, independently utilizing their creative ability and artistic judgment to achieve a successful interpretation of designs for new productions. Consults with and updates the Director of Production and Scenic Designer(s) and keeps them informed of all stages of production.

## **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 on a props crew.
- 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, email or by mail to:

Des Moines Metro Opera

Attention: Bridget Anderson, Assistant Production Manager

106 West Boston Avenue

Indianola, IA 50125

production@dmmo.org

**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.