



Job Description: Prop Shop Supervisor
Reports To: Head of Properties, Director of Production

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 53rd season includes Wagner's *The Flying Dutchman*, Janáček's *The Cunning Little Vixen*, and Stravinsky's *The Rake's Progress*.

Principle Duties and Responsibilities:

- Assist the Head of Props in the preparation, construction, and repair of properties in all Mainstage productions.
- Supervise the Properties crew (Props Artisans and Interns) in the building or modification of all properties.
- Maintain and update the DMMO prop inventory.
- Return stock and borrowed items to proper companies.
- Work with Prop Stage Supervisor during the run of the show to supervise changes or repairs made to all props.
- Monitor and enforce safe working techniques in the shop.
- Assist in cleaning the properties area during the season, including returning all stock to DMMO storage.
- Assist in run crew if needed to cover a sickness or injury in the Props Department.

Dates of Employment:

Sunday, May 11 – Friday, July 25, 2025.

Compensation:

\$750/week during the festival season, overtime after 50 hours paid at a rate of \$18/hour.

\$300 travel stipend to be paid upon arrival.

DMMO will provide single occupancy air-conditioned dorm housing during the festival season.

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:

- 3+ years of experience working on a props crew.
- Minimum BA/BFA in Theatre or equivalent professional experience
- Excellent verbal and written communication skills
- Proven leadership skills

Physical Requirements and Working Conditions

- Ability to lift 50 pounds unassisted or with the help of a team
- Ability to hold and operate hand, air, and power tools.
- Work includes being in an open air environment during the summer.
- Work includes periods of standing, working in low light, and climbing stairs/ladders.

Application Process:

Submit resume with 3 references and a cover letter via email with the subject line "Prop Shop Super" to:
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.