

## **Props Supervisor**

Opera Saratoga • Seasonal

[www.operasaratoga.org](http://www.operasaratoga.org)

Saratoga Springs, NY

In Residence: May 23 – July 10, 2022

### **THE POSITION**

The Props Supervisor is responsible for the coordination of all props needs for three mainstage productions at three different venues during the months of June and July in Saratoga Springs, NY. The Props Supervisor is contracted as a full-time resident position for a period leading into and during the Summer Festival. For the 2022 Season, the Props Supervisor will be required to be in residence from May 23<sup>rd</sup> to July 10<sup>th</sup>. Outside of the resident period, the Props Supervisor complete tasks as needed on a limited basis remotely.

### **RESPONSIBILITIES:**

#### **PRE-PRODUCTION**

- Communicate with Production Manager, directors, designers, and stage management of productions to determine rehearsal props needs

#### **PRODUCTION - IN RESIDENCE IN SARATOGA SPRINGS FOR TWO MONTHS (May 23<sup>rd</sup> to July 10<sup>th</sup>)**

- Ensure rehearsal props are available as requested by directors and/or stage management in a timely manner
- Work with the director, designer, and stage management of each production to develop a complete list of all props and set dressing needs
- Create budget estimate for all props and set dressing
- Work with the Production Manager to ensure props spending is within budget
- Coordinate the borrowing, rental, and/or purchase of props
- Design and build or supervise the build of props as needed
- Participate in the running of each production
- Attend all production meetings, technical rehearsals, and other rehearsals as needed
- Present weekly budget update to Production Manager
- Maintain all props during production period
- Keep track of all costs, receipts, and charges
- Create a full set of properties paperwork for all productions

#### **POST-PRODUCTION:**

- Ensure all rented or borrowed props have been returned after closing
- Participate in the restoration of all theater spaces and the return of all Opera Saratoga stock

### **QUALIFICATIONS AND DESIRED SKILLS**

The Props Supervisor will bring a strong appreciation of Opera Saratoga's mission and a desire to positively both impact the organization's long-term success and enhance the

quality of productions presented by the company. He/she/they must have the following skills and experience:

- Experience as a Props Supervisor, working in professional opera and/or theater;
- Computer proficient;
- Capacity to solve problems and engage in creative thinking to overcome challenges;
- Well-developed communication skills;
- Maturity and understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills;
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment;
- Ability to prioritize, multi-task and work quickly and accurately with attention to detail;
- Driver's License required

### **COMPENSATION, TRAVEL AND HOUSING**

\$750 per week. Travel to/from Saratoga Springs, NY, and housing during the Summer Residency period is provided.

### **APPLICATIONS AND INQUIRIES**

Please send a resume and cover letter with at least two references that can speak directly to your skill set for this position to: Jennifer Collins Hard, Production Manager, at [production@operasaratoga.org](mailto:production@operasaratoga.org).

Only those selected for an interview will be contacted. No phone solicitations please. Applications will be accepted until the position is filled.

**Opera Saratoga requires proof of COVID-19 Vaccination including any CDC recommended applicable booster shots in effect by May 1, 2022, as well as to have exhausted any waiting period for full efficacy by the date of arrival at Opera Saratoga**

Opera Saratoga is an Equal Opportunity Employer.

### **ORGANIZATIONAL BACKGROUND**

Opera Saratoga serves the communities of Saratoga Springs, the Lower Adirondack and New York State Capital areas by providing access to world-class opera through the production of an annual Summer Festival, as well as year-round activities including extensive educational programs, mentorship of emerging operatic artists, and opportunities for the public to experience opera in both our home theater and non-traditional venues that leverage and embrace the unique cultural, historic, and natural resources of the area.

Formerly known as Lake George Opera, the Company has performed over 90 different fully-staged works by over 50 different composers, including thirty-three works by American composers and six world-premiere productions. In July 2014, Lawrence Edelson became Opera Saratoga's Artistic and General Director. Edelson's leadership marked a new chapter in the company's history, with increased emphasis on community partnerships throughout the year, diversification of the company's repertoire, and a reaffirmed

commitment to both the presentation of American opera and the mentorship of emerging artists as core activities in the company's programs each season. The 2022 Summer Festival will be the eighth season under his leadership, featuring three productions that will be presented at different venues in the Capital Region: Sondheim's *Sweeney Todd*, Rossini's *Il barbiere di Siviglia*, and Beecher's *Sky on Swings*.