



The Combined Schools Musical is a partnership between Gladstone Entertainment Centre, Gladstone Regional Council, Gladstone/District Schools and the Gladstone Community

COMBINED SCHOOLS MUSICAL POSITION DESCRIPTION

PROPS COORDINATOR

The Props Coordinator is responsible for obtaining all props needed for the production. They also work with the Stage Manager in gathering appropriate rehearsal props early in the rehearsal process.

Availability

The Props Coordinator must be available from start date through to bump out of the production.

Professional Skills

- Previous experience working in a production crew for a Theatre Production
- Experience developing partnerships to achieve project outcomes
- People Management and relationship building skills

Position Requirements

- Work with the Director and Stage Manager to prepare a list of all Props required for the rehearsals and performance.
- Develop partnerships to assist with the sourcing of Props including partnerships that involve borrowing, securing, purchasing, making, building props.
- Ensure all Props are available for rehearsals and performances as required by the Director and Stage Manager.
- Maintain all props throughout the production and ensure all items are managed adequately
- Liaise return, storage of any props after the production are finished with them