

## Metropolitan Exposition Recreation Commission

**Title:** Department Head Stagehand – Properties  
**Job Code:** 8435  
**Pay Range:** 910  
**FLSA Status:** Non-exempt

**Bargaining Unit:** IATSE Local 28  
**Established:** January 1, 2006  
**Revised:**

### **CLASSIFICATION DESCRIPTION**

Function as working supervisor and responsible for overseeing all aspects of properties department operations including properties shop areas, storage, construction, maintenance, repair, placement, handling, setting, striking, safety and dismantling. Under the supervision of the Operations Manager or Stage Supervisor, the properties department head supervises the use of house and user equipment and installation of user equipment. Workload varies with each theatre and show and includes collaborating with show personnel and management representatives to meet show needs. Manage the work of props personnel and ensure adherence to safety procedures in property operations.

### **DUTIES AND RESPONSIBILITIES**

An employee in this position must be able to perform all the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks an employee in this position may be expected to perform.

1. Handles, manages and oversees all aspects of props operations, including construction, maintenance, repair, placement, handling, setting, striking and dismantling props such as set dressing, ground cloth and covers, dance floor, orchestra stands, chairs and carpets, musical instruments, band gear, and hand props.
2. Dry and wet mops all stage areas and scrubs dance floors.
3. Installs running lights on or around wings and escape steps.
4. Establishes and maintains clear communication and cooperative working relationships with management representatives.
5. Collaborates with show personnel (technical directors, road crew, local crew) to fulfill the needs of each individual show and assists in pre-production planning, development and preparation of plans and plots, and assists in advance, remodel, load in, rehearsal, and show function.
6. Collaborates and functions as a team member with other department heads and personnel and is responsible for contributing to the theatre's overall coordination, operations, safety, maintenance and customer services.
7. Oversees the use of house equipment, and installation of systems and equipment provided by the user group as it integrates their system with the house system.
8. Enforces adherence to safety procedures in all aspects of props operations and maintains inventory of related equipment and apparatus to ensure conformance to safety stands.
9. Manages the work of props personnel.
10. Performs other duties as assigned.

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## **JOB SPECIFICATIONS**

### **EDUCATION AND EXPERIENCE**

High school diploma or GED and five years of experience in stage trades, including three years of experience in stage props operations; or any combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. Possess or have the ability and willingness to obtain a current CPR/AED certification.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge and experience in the operation and proper handling of all theatrical and entertainment related components and related tools and systems of the props department
- Maintenance and repair of props
- Safe work practices and procedures for operations of props
- Direct and supervise the work of props personnel and direct and supervise the work of union and non-union stage personnel
- Communicate effectively in a clear and concise manner, both orally and in writing
- Use sound independent judgment and diplomacy
- Work a flexible schedule, including extended evenings and weekends
- Work independently and function as a team leader and team member and to establish and maintain cooperative relationships with those contacted in the course of work
- Perform a variety of functions that require sustained, strenuous physical exertion including activities such as moving and heavy lifting of items of more than 100 pounds, stacking, pushing, pulling, bending, twisting, climbing, and standing on concrete for extended periods during load ins, load outs, rehearsals and performance
- Work at heights
- Work in dark conditions during performances and rehearsals and to work in noisy environments for prolonged periods