



Job Description

Department: Globe Theatre

Job Title: Props Maker

Reports to: Production Manager

Background:

Shakespeare's Globe is a unique international resource dedicated to the exploration of Shakespeare's work and the playhouses for which he wrote, through the connected means of performance and education. Together, the Globe Theatre, Globe Exhibition & Tour and Globe Education seek to further the experience and international understanding of the dramatic arts in all its forms, but principally in relation to the performance of the works of William Shakespeare.

The Production department at Shakespeare's Globe covers productions for both of our playing spaces and for all tours both national and international. The Globe theatre (SGT) is our outdoor venue with a capacity of 1500 and The Sam Wanamaker Playhouse (SWP) is our indoor candlelit venue that holds 340. The SGT season runs from April to October and stages up to 10 productions in repertory and the SWP season runs from October until April.

The majority of productions in SGT and SWP are period, Elizabethan or Jacobean. Authenticity is an important consideration in our productions, from design to materials and methods of manufacture. The SGT also produces 2 to 3 new plays per season, which can be period or modern.

The Production department is a compact unit; who work closely together on all productions and try and make as much *in-house* as possible from scenery, costume, props and furniture. Over the last 15 years a considerable stock of props and furniture has been accumulated and part of the Prop Maker's duties will be to become familiar with the inventory and take on managing their storage. There is an ambition in the medium term to produce a catalogue of the stock for use by designers, directors and other practitioners.

Purpose of the Job

The Prop Maker position is a "hands on" role. The job is ideally suited to someone with making skills and some management experience. The individual will work closely with the Stage Manager of each production to source, buy and make the props and furniture required. The Prop Maker will plan and schedule all the *made* props and furniture, supplementing their own labour with freelance makers. Along with the Production Manager and Stage Manager they will manage the materials and making budget.

Principal Responsibilities

- Produce props and furniture for all productions in SGT and SWP and on Tour
- Co-ordinate with the Designer & Stage Management on individual show requirements and attend production and design meetings

- In liaison with the Production department, recruit and employ freelance makers and painters and manage their time, workload and welfare
- Work closely with Stage Management during production weeks to ensure the timely supply of all made props and furniture
- Attend previews & technical notes
- Ensure all work carried out in the props workshop follows H&S rules & regulations and to assess as and when training may be necessary
- Ensure the correct safety wear is worn, dangerous substances are kept in the appropriate COSHH cupboard and equipment is used in a safe way
- Stock, label & maintain the equipment & materials in the props workshop
- Maintain all props and furniture during the whole course of a plays run

Person Specification

- At least 2 years' experience Props Making in professional theatre
- The ability to communicate well with individuals and to co-ordinate with other departments
- Hands on experience of working with a range of materials and an open attitude to the challenges of working with new products
- The ability to look and plan ahead as well as to react to immediate issues
- The ability to work individually as well as alongside other makers
- Competent in Excel and Word

Recruitment Information and Terms and Conditions

Full Time / Fixed Term Appointment: March – October 2015

[A full set of terms and conditions will be supplied with a contract of employment]

Hours: 46 hours per week inclusive of lunch breaks. Flexibility of working hours will be required with some evening and weekend commitments for which, if these hours are worked, time may be taken off in lieu upon representation of this to, and with the express agreement of, the Theatre Production Manager. There are no extra payments for additional hours worked.

Holiday: The annual holiday leave is pro rata of 25 days per calendar year plus Bank Holidays.

Benefits: Discount in the Globe shop and onsite restaurants/cafes; free entry to Shakespeare's Globe Exhibition and to Globe Education events; season ticket loans available; eye test scheme; childcare vouchers scheme; SGT will auto-enrol eligible staff into a pension scheme, with required employer contributions.

Note

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within the Shakespeare Globe Trust.