JOB DESCRIPTION

Job Title:	**Running Props Technician (Fixed Term Contract)**
Responsible to:	**Head of Props**
Location:	**Scottish Opera Production Studios, Glasgow, other venues as required and on tour**

Main purpose of job

The Running Props Technician participates in the day-to-day management of the Running Props Department. This encompasses servicing all running props aspects of Scottish Opera productions in Glasgow and on tour. The Running Props Technician will work closely with the Running Props Charge-hand and the Head of Props to ensure the department's requirements operate to the highest standard.

Key accountabilities

- To service the prop needs of Scottish Opera productions in rehearsals and performance.
- Provide direct and accurate feedback from the rehearsal process to the Props Supervisor
- Assist in the get-in and setting up of props, furniture and weapons for studio and stage rehearsals and performances
- Accurately compile and maintain cue sheets, setting information and general archiving for all productions
- Attend production meetings and when appropriate costume/props fittings
- Responsible for the on-going maintenance of all touring props, working to the highest standard and remaining sympathetic to original production designs
- Assist in the acquisition of running props and props as necessary
- Responsible for the safe packing of all production props and weapons for transport and storage
- Responsible for the safe preparation of and storage of all food props, complying with current Health and Safety legislation
- Responsible for the safe borrowing and return of all production rehearsal props from the Scottish Opera prop stores
- Contribute to the good housekeeping of the props department and props stores
- Understand and implement all Health and Safety policies of Scottish Opera and keep up to date with current COSHH regulations

The post-holder will be expected to:

- Have strong prop maintenance skills
- Have strong manual handling skills and stage awareness
- Use and drive Company vehicles as required
- Show excellent communication skills (oral and written)
- Maintain good communications and working relationships with other departments
- Represent Scottish Opera's best interests with suppliers and contacts
- Demonstrate high levels of motivation
- Show a flexible approach to working with other departments
- Have a highly flexible approach to problem solving
- Adhere to all Company policies and procedures

Additional duties in support of the Prop-making Department
(to be conducted when time allows)

- Assist in the maintenance and safe storage of all Scottish Opera props, weapons and furniture that are for hire
- Assist in the accurate archiving of Scottish Opera production prop bibles

Knowledge, Skills, Training & Experience

Essential

- Experience and/or training in props or a related technical theatre department
- Excellent organisation and communication skills – written and oral
- Demonstrable ability to work with creative, technical and performance staff
- The ability to work flexibly and under pressure
- Working knowledge of health and safety legislation and best practice

Desirable

- IT literate, including knowledge of Microsoft Outlook, Word and Excel
- Basic prop making/sourcing skills
- Understanding of other technical departments
- Full driving licence.

General terms and conditions

Contract:	Fixed Term
Hours:	The average working week is 48 hours on any 5 days out of 7. The working day is between 09:00am and 11:00pm and may include a mix of travelling and working sessions. This post also requires evening and weekend working as necessary
Annual salary:	Grade 5 £28,922.98 per annum, pro rata
Holiday entitlement:	25 days per annum plus 10 public holidays, pro rata
Pension:	You will be automatically enrolled into a qualifying workplace pension scheme (QWPS). You will contribute 4% of your salary and the Company contributes 8%.