

Head Props Position

JOB RESPONSIBILITIES:

As a member of the Artistic Production team, reporting to the Director of Production, the incumbent will undertake the following responsibilities:

In cooperation with the VSO Stage Manager, undertakes, directs and oversees the various setup, tear-down, changeovers & concert running requirements for any rehearsals/performances that are official services of the VSO, at all venues.

- Ensuring the correct and ideal setup of the orchestra, as well as triaging any problems, and fulfilling requests, identified at the start of rehearsals/performances.
- Provides input to the Technical Director, to ensure the ideal number of crew are called, while still meeting venue & event requirements.
- Identifying possible overtime situations ahead of their occurrence.
- Reviews all production information in advance and is prepared for all projects ahead of their first crew call.
- Directs, supervises and delegates tasks to casual Prop crew on the call.
- Collaborates with the Technical Director/ Production Manager and team to proactively identify any production challenges and offering solutions in a positive, timely and helpful manner.
- Communicates with all members of the Artistic Production team & VSO staff by email, SMS, and cell phone.
- Stays up-to-date with emailed information as well as on schedule information found on Arts Vision, the VSO's scheduling system.
- In conjunction with the VSO Stage Manager, liaises with Orpheum house crew to ensure the successful execution of VSO activities.
- Keeps a long-term projects/work list, and proactively works on those projects when time permits.
- Keeps track of equipment inventory, and proactively identifies any maintenance issues. With the approval of the Director of Production, undertakes approved maintenance. Or researches specialists to repair equipment
- Source or coordinate acquisition of specialty instruments or stage accessories for upcoming productions
- Assist with preparation for local shows outside the Orpheum Theatre, and travel to appropriate locations as needed.
- Comply with dress code during performances.
- Liaises with various VSO staff to ensure that all lobby equipment, banners, tech gear & vehicles are properly setup and displayed for Front-of-House activities, and are returned to storage as required.
- Is available for production meetings, as called by the Director of Production, Technical Director, or Stage Manager. (If within hours as per IATSE contract).

VANCOUVER SYMPHONY ORCHESTRA

Mailing Address: 500—833 Seymour Street, Vancouver, BC V6B 0G4 tel 604.684.9100 fax 604.684.9264

Location & Courier Address: 500—843 Seymour Street, Vancouver, BC V6B 3L4 | vancouverSymphony.ca

- Follows the VSO Safety & Health Policy, and any venue-specific policies & conditions. Ensures that all work is done in a safe manner, including proactively identifying potential problems and recommending solutions.
- Other duties as assigned within IATSE's working scope of head props.

Hours Expectations:

Main work week is Wednesday through Sunday (37.5 hours)

You will be expected to work daytime rehearsals and evening show calls.

Works with:

VSO Technical Director/ Production Manager / Director of Production

VSO Stage Managers

VSO Personnel Manager

Orpheum Theatre House Crew (IATSE 118)

Qualifications:

- 3+ years of experience working in a backstage setting involving stage changes.
- Familiarity with orchestra common practices and shorthand notations
- Able to participate in moving large objects regularly; Riser decks, Timpani, Piano, Road Cases etc.
- Proactive and sensitive to the needs of music performers
- Able to prioritize several instructions given at the same time.
- Organized and detail oriented.
- Comfortable navigating digital era workspaces

Bonus points:

Warm and helpful personality

Driver's License

You play an instrument or are passionate about music.

Remuneration:

All terms per the current IATSE Contract.

To Apply:

Applicants must be a member in good standing of IATSE Local 118, or willing to join.

Please email your resume and cover letter to paul@vancouversymphony.ca.

Please include 'Head Props Application' in the subject line.

The VSO thanks all applicants for their interest, only the applicants selected for an interview will be contacted. Applications will be accepted until **October 1st, 2023**.

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