

JOB DESCRIPTION.

JOB TITLE	Head of Props
REPORTS TO	Head of Production
RESPONSIBLE FOR	Freelance props staff
DEPARTMENT	Theatre and Performance

BACKGROUND

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare

The Theatre and Performance team at Shakespeare's Globe delivers a busy production schedule with a repertory system running in both the Globe Theatre over Summer and the Sam Wanamaker Playhouse over Winter. A small in-house team manage every aspect of the shows from Casting to Music and produce shows, events and films all year round.

The vision of the department is to curate and produce seasons of plays in the Globe and Sam Wanamaker Playhouse bespoke to the architectural playing conditions of the theatres. We nurture any public performance that happens on our stages, on screen or on tour, and we provide an environment in which art, artist and audience can flourish. As well as producing plays from the canon of Shakespeare, we honour The Globe's history and commitment to new writing. Our job is to hold a mirror up to nature and reflect the diversity and complexity of the society in which we live.

PURPOSE OF JOB

Working closely with the Head of Production, Stage Managers and Designers, and leading the props department, the Head of Props realises the ultimate design of a production in a practical, sustainable manner. They manage the smooth handover from the design and initial construction of the props and support the production during the run. This role has unique Health and Safety elements, particularly with regard to COSHH (Control of Substances Hazardous to Health) and PUWER (Provision and Use of Work Equipment) regulations.

PRINCIPAL RESPONSIBILITIES

- Translate designs for props, furniture and scenic elements into reality, making or sourcing items in consultation with Production Managers, Designers and Stage Management teams.
- Support rehearsals, providing props or substitutes to allow shows to develop.
- Purchase stock for the department and each individual show (running replacements and haberdashery) and oversee prop maintenance throughout the performance period.
- Support Stage Management by responding to show reports, monitoring wear and tear from long running shows.
- Source items for photoshoots, promotional events and large-scale projects produced by The Globe but outside of the main season of work on stage.
- Manage the Globe's props store and armoury, administering any prop lending or hiring. Be responsible for maintaining 'live' packed up shows.

- Be responsible person for weapons, ensuring compliance with regulations and best practice codes within the industry. Ensure inventories are up to date and safe storage methods adhered to.
- Be an active member of regular Production Department and Globe wide meetings as required, representing freelance department members and feeding back to them to ensure they are kept up to date with Globe information.
- Attend technical rehearsals, previews and notes sessions as required.
- Manage department and seasonal budgets as well as show props budget allocations.
- Promote, foster and develop excellent internal and external relationships throughout Shakespeare's Globe.
- Ensure that all props workshop equipment and machinery is maintained, is regularly tested and complies with current Health and Safety legislation. Advise on new equipment purchases.
- Monitor developments and best practice within the industry, including use of new materials.
- Identify pinch points in forward planning and assign resources and staffing levels accordingly.
- Manage and support freelance prop makers and supervisors.

PERSON SPECIFICATION

- A proven background in prop making to a high standard in a professional theatre environment.
- A demonstrable knowledge of and experience working with traditional and modern materials with an eye on sustainable materials and practices.
- Experience of line managing, motivating and developing people.
- Ability to work with people on all levels and assert the needs of the production in terms of design, budget and production values.
- Experience of working collaboratively with designers and creative teams.
- Highly effective interpersonal and cross departmental communication skills gained in a fast paced environment.
- Knowledge of relevant Health and Safety legislation and regulations, with the ability to implement these at a managerial level.
- Able to balance competing administration and show related deadlines in a busy repertory environment.

Embodies these essential Globe ways of working:

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Permanent / Full-time (happy to talk flexible working)

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

Hours:	Full-time at 40 hours 6 days a week (exclusive of meal breaks) over a Monday to Sunday pattern, with floating days off. These hours will include evening and weekend shifts (agreed in advance) particularly during technical rehearsals and preview periods.
Salary:	£41,350 per annum
Holiday:	The annual holiday leave is 25 days pro-rata per calendar year plus Bank Holidays.

Benefits: Discount in the Globe shop and onsite restaurants/cafes; free entry to selected shows, events and activities, access to our free employee assistance programme via phone line and website; season ticket loans available; eye test scheme; cycle to work scheme; Littlebird exclusive discount; auto-enrolment in a pension scheme with employer contribution.

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 Shakespeare Globe Trust.