

POSITION: Props Supervisor
POSTING DATE: March 2025
STATUS: Full-time
REPORTS TO: Production Manager
POSITION AVAILABLE: July 1, 2025



ABOUT ROUND HOUSE THEATRE

Round House is a theatre for everyone. We enrich our community through bold, outstanding theatrical and educational experiences that inspire empathy and demand conversation, and we ensure that our work is accessible to patrons of all ages, cultural backgrounds, economic groups, and physical ability. Our [organizational values](#) include a [commitment to be an anti-racist](#), anti-sexist organization.

Round House Theatre is one of the largest professional theatres in the Washington, DC area. A nonprofit professional LORT theatre with an annual budget of more than \$9 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House produces a five-show season of new plays, modern classics, and musicals for more than 50,000 patrons each year at its newly renovated 350-seat theatre in Bethesda, in addition to providing educational programs for more than 5,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

JOB DESCRIPTION

The Props Supervisor will implement designs of the various Scenic Designers engaged during the season. They will facilitate artistry at the highest possible level while working within the means of each production budget. As a member of the Production Team, they will collaborate to maintain a creative, supportive, and inviting environment for artists and staff. This position is split time between our theatre in Bethesda and our Props Storage and Scene Shop in Rockville, there will also be regular trips to our rehearsal space in Silver Spring. Position will include weekend and evening hours for productions, meetings, opening nights, and other theatre-related events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, evaluate, supervise, and budget all elements related to properties in Round House productions. This will include props sourcing and building, rehearsal props, furniture building/modification, and props maintenance for all Round House programming as well as preparing capital and small equipment budgets, reports, and projections for the props department.
- Evaluate designs, assess show-specific needs, and resolve prop-related concerns to ensure the artistic vision for the design is developed within the parameters of the production budgets.
- Maintain and upkeep the current RHT props inventory and storage space and work to continue improving the effectiveness of that space.

- Manage, track, and organize receipts across multiple ledgers. Participate in credit card statement bookkeeping needs.
- Serve as primary contact for scenic designers from design development to finished product and coordinate all props-related needs.
- Work with Stage Management on creation of props paperwork as well as serving as the primary contact to Stage Manager and Deck Crew for any props-related needs during pre-production, rehearsals, and run of production.
- Work with Stage and Production Management to facilitate ensuring rehearsal props are available as appropriate, transporting props from props storage in Rockville to the rehearsal hall in Silver Spring, and supporting load over at the end of the rehearsal period. Load over will require the ability to drive both the RHT box truck and van. (See Qualifications and Capabilities for more detail on this requirement.)
- Supervise part-time props overhires, apprentices, interns, and volunteers as needed, to complete work for all Round House productions, ensuring that their work product serves the mission of the theatre in an effective and productive fashion.
- Act as an advisor for the Teen Performance Company student props and/or scenic designer and Professional Design Mentor. This may include teaching conceptual and practical elements of props design, discussing ideas and monitoring progress, assisting with pulling, shopping, altering, and building props as necessary.
- Assist with the safety and cleanliness of the shared shop spaces, prop storage, and prop-specific workspaces at the Scene Shop and Theatre locations, as well as the associated systems and vehicles, to provide a safe and organized environment for completion of technical work. May include assisting the Technical Director in resolving general facilities maintenance issues to maintain the safety and cleanliness of work areas.
- Assist as a carpenter and/or scenic painter as needed and time allows during build and load-in.

QUALIFICATIONS AND CAPABILITIES

Where the qualifications are described in terms of formal education or direct work experience, Round House welcomes the substitution of relevant prior experience.

- Demonstrated knowledge of theatrical props, including consumables, weapons, furniture props, and others.
- Demonstrated construction skills in wood, metal, and other materials
- Working knowledge of technical theatre, including stage management, carpentry, sound, lighting, scenic art, etc.
- Demonstrated ability to supervise crew preferred but not required.
- Demonstrated attention to detail.
- Demonstrated ability to take and follow direction.
- Demonstrated ability to meet deadlines.
- Ability to interpret drawings as well as work from verbal instructions.
- Ability to lift, push, or maneuver up to 30 pounds repeatedly, either alone or with others.

- Ability to climb ladders and work in high places.
- Driver's license required, own car strongly preferred.
- Must be physically qualified to drive a commercial motor vehicle (24' box truck) as per the [Maryland DOT](#). If hired, RHT will cover costs associated with this exam.

BENEFITS

- Salary range in low fifties
- Health insurance – Choice of fully-funded HMO or optional PPO
- Dental, Life and Long-Term Disability Insurance
- Generous paid time off, including annual, personal, and sick leave

HOW TO APPLY

Submit a cover letter, resume, portfolio, and salary requirements to jobs@roundhousetheatre.org. Round House Theatre is an Equal Opportunity Employer. For more information about Round House Theatre, please visit RoundHouseTheatre.org. No phone calls, please.