



TULSA OPERA, INC.

## JOB OPENING: **PROPERTIES MASTER FOR TULSA OPERA'S 2010-2011 SEASON**

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Tulsa Opera, Inc., named one of America's Top Ten Favorite Opera companies by Opera News, invites applicants for **Properties Master** for the 2010-2011 season. For applicants who have submitted resumes previously, Tulsa Opera invites updated resumes for consideration.

Tulsa Opera performs in the 2,385 seat Chapman Music Hall in the Tulsa Performing Arts Center. The prop master is expected to be in Tulsa for the period just before staging rehearsals begin through opening night of the production. In the 2010-2011 season, Tulsa Opera will present Verdi's **La Traviata**, Mozart's **Don Giovanni**, and Bellini's **Norma**.

### DATES OF ENGAGEMENT:

**La Traviata**      September 13-October 17, 2010  
**Don Giovanni**    January 24-February 27, 2011  
**Norma**            April 4-May 8, 2011

The successful applicant will be a self-motivated professional with advanced professional experience in prop design and construction and will be able to manage resources masterfully (including time, people and money). Tulsa Opera values the ability to work well with professional stage directors, singers, chorus and IATSE crews. Most important are the abilities to learn an existing company's systems, interface smoothly with them, adapt to them and change or improve them without anyone noticing. A car is required to get around in town; Tulsa is a Midwest expansion city and driving is a necessary evil. Above all, a sense of humor is essential.

The Prop Master's scope of work includes all customary Prop Master responsibilities including (but not limited to):

- Gathering information on the prop inventory and design for the production
- Gathering the required props and furniture items for rehearsals in the studio
- Coordinating with the stage management team to ensure all props are delivered in a timely, show ready manner
- Upholstery, carpentry, faux painting and period style skills
- Working familiarity with weapons and firearms
- Building, shopping, sourcing, renting, or borrowing props as needed for the production
- Delivering petty cash reconciliations accurately and keeping within the assigned budget
- Working in tandem with an IATSE crew head and assistant crew head
- The ability to work in a low light backstage environment as is customary for live performances.
- The ability to lift 50 lbs. unassisted

The Prop Master reports directly to the Director of Production and indirectly to the Artistic Director

This search is open until the position is filled. Relocation is not required. Tulsa Opera is an Equal Opportunity Employer and encourages people of all ethnic backgrounds to apply.

**For consideration, please submit a cover letter stating the position for which you wish to be considered, a current resume and at least three professional references with email and phone numbers.**

**For electronic submissions, please attach a WORD or PDF document to your email sent to NSpiegel AT tulsaopera.com. Faxed and mailed submissions should be sent to Noah E. Spiegel, Director of Production, Tulsa Opera, Inc., 1610 South Boulder Avenue, Tulsa, OK 74119; fax 918-592-0380.**

No phone calls please.