

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Props Master (Fall)		
Location:	Waverly High School	Start Date:	September 2025
Salary Range/ Level:	\$750	Terms of Employment	Fall Production
Date Posted:	September 3, 2025	Application Deadline:	September 14, 2025
Application Process:	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . (See application instructions at Theater Props Manager Fall 2025 Resume and cover letter may be: <ul style="list-style-type: none">• Attached within the online application (preferred)• Faxed: (517) 321-8577• Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		
Job Description			
<p style="text-align: center;"><u>JOB SUMMARY</u></p> <p>These positions are responsible for creating, purchasing, assembling, and organizing the properties for the production for which the individual was hired, fall or spring, respectively. The job title includes involvement in some production phases, including the rehearsal period and production meetings. This position is responsible for following established policies and procedures to make purchases, supervise student crew members, and assist generally with the production. The schedule for this position is flexible, but includes a minimum of four work days with students over the course of a 10 or 12 week rehearsal period.</p> <p style="text-align: center;"><u>ESSENTIAL JOB FUNCTIONS</u></p> <p><i>Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:</i></p> <ul style="list-style-type: none">• Following and enforcing safety procedures and policies.• Reporting defective and hazardous equipment and conditions.• Assisting in the supervising of crew work times.• Clearly communicating a vision to the artistic team.			

- Keeping clear documentation of properties.
 - Maintaining an updated props schedule or sheet.
 - Creating a prop plot for students to read and use.
 - Organizing prop tables and storage.
- Purchasing properties.
 - Researching vendors.
 - Following procedures to make purchases with various vendors.
 - Thrifting as able.
- Assembling properties.
 - Teaching students to assemble props.
 - Painting, cutting, gluing, drawing, or otherwise crafting properties as needed.
 - Creative thinking and problem solving.
- Attending production meetings & check-ins as needed.
- Collaborating with the artistic team to solve problems.
- Collaborating with the Theatre & Events Manager to schedule work days with students.
- Creating a positive environment for students to learn.
- Attending rehearsals as needed, making good use of the time to support student needs.
- Reading and understanding policies and theatre documentation.
- Supporting the production as needed, in collaboration with the Theatre & Events Manager.
- Performing other duties as assigned by the building principal or district administration.

QUALIFICATIONS

Education and Experience:

- Experience with art skills such as painting, drawing, or other crafts.
- Experience working with students.

Knowledge, Skills and Abilities:

- Excellent oral and written communication and human relations skills.
- Ability to read and write theater documentation.
- Ability to exercise good judgment, resourcefulness, and maintain effective working relationships with staff, students, and the community.
- Working knowledge of theatre terminology.
- Knowledge of computer systems such as Microsoft Office Suite and other relevant software programs and their applications.
- Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT

The noise level in the work environment is typical for a school theater. There can be moments of quiet, or moments of high activity depending on the situation.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Notice of Non-discrimination

Non-Discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or msavage@waverlyk12.net.