

**opera
north**

**Job Pack
Props Supervisor & Maker**



Opera North's purpose is to create extraordinary experiences every day, using music and opera to entertain, engage, challenge and inspire.

Our people

Working at Opera North you will be part of a company and group of people committed to fulfilling this purpose. Whatever role you take we will provide you with an induction plan that introduces you to your job and the team you'll be working in, as well as giving you the opportunity to meet colleagues across the company. Our success in delivering against our purpose will be built on the commitment, skills, diversity and well-being of the people who work at Opera North, and we will invest in training to develop our people both professionally and personally, because we believe this strengthens not only our company, but also the wider creative sector.



**Our communities and
audiences are part of us
and we are part of them.**



Our award-winning work tours to theatre stages and concert halls throughout the North and beyond.



Who we are

Based in Leeds, rooted in the North of England and international in outlook, our award-winning work tours to theatre stages and concert halls throughout the North and beyond, including to London and major international festivals. Alongside touring opera, in Leeds we curate an eclectic artistic programme of gigs, concerts, spoken word and film in the Howard Assembly Room. We aim to make work that is bold, innovative and ambitious, always looking for new ways to share and create with audiences.

Music for everyone

Opera North believes opera and music is for everyone, and champions diversity in artists, repertoire and audiences. Through our Learning & Engagement team, the Company connects with communities and inspires each generation, aiming to enhance the health and well being of people in the cities, towns and villages where we work through arts participation and performance.

Howard Opera Centre and the HAR

In 2021 we moved into the Howard Opera Centre. It is a world class rehearsal facility for our orchestra, chorus and all the artists we work with, sharing the same building as our new education studio where everyone is welcome to learn about and make music. We have also created a modern flexible working environment for our staff and given our venue, the Howard Assembly Room, a new lease of life with a dedicated entrance and public spaces, together with restaurant and bar in the heart of Leeds.

Leeds as a capital of culture

Leeds is the only city in England outside of London to have a resident full time opera company, ballet and repertoire theatre as part of a diverse, collaborative and thriving cultural scene. That rich offer has been complemented by a growing tech sector. Surrounded by the stunning Yorkshire countryside including the Dales, Moors and North Sea coastline, Leeds is a fantastic place to live and work.

Purpose of the role

The Props Supervisor & Maker is responsible for the planning, creation, acquisition, maintenance, and management of all hand props, furniture, and consumables for opera productions. This role involves prop making for small scale productions and overseeing a larger freelance prop making team for main stage productions, as required. The props supervisor is expected to collaborate closely with directors, designers, stage management and stage crew to ensure all props are delivered on time and budget while meeting safety, technical, and performance requirements.

Reports to

Senior Production Manager

Key accountabilities

Planning & Coordination

- Interpret prop designs and requirements from designers, directors, and stage management.
- Create prop lists, props production schedules, budgets, and procurement plans.
- Attend production meetings, design presentations, rehearsals, and technical rehearsals.
- Coordinate with scenic workshops, wardrobe, lighting, and sound departments to ensure consistency and compatibility of all prop-related elements.

Supervision & Department Management

- Lead and supervise freelance props makers and buyers as required for larger scale main stage productions.
- Act as prop maker and buyer for smaller scale productions.
- Assign workload, manage timelines, and maintain a well-organised props workshop and storage areas.
- Oversee props running (with stage management and crew) during rehearsals and performances, ensuring accurate presets, changes, and storage.



Prop Fabrication & Craftsmanship

- Build, sculpt, sew, upholster, paint, carve, mould, cast, and finish props using a wide range of artistic and technical techniques.
- Modify or repair existing props to meet the designer's vision or production demands.
- Source or purchase props and materials when fabrication is not practical.
- Ensure all props function reliably and safely for performers and crew.

Rehearsal & Performance Support

- Provide rehearsal props and maintain them as needed throughout the rehearsal period.
- Attend stage rehearsals to adjust props for timing, usability, and staging.
- Work with stage management and crew to document prop presets, running sheets, and notes.
- Maintain props during the run of the production and quickly resolve issues that arise.

Safety & Compliance

- Follow and enforce safety guidelines for tools, materials, rigging, and consumables.
- Ensure all props comply with fire, weaponry, and special-effects regulations.
- Maintain Material Safety Data Sheets (MSDS) for all chemical products used in the making of props.



Job Requirements

Qualifications:

- Degree or equivalent experience in technical theatre, props or design.

Experience / skills required:

- Strong background in prop construction techniques including carpentry, metalwork, sculpting, foam fabrication, sewing, painting, and finishing.
- Experience supervising a team in a fast-paced production environment.
- Excellent communication, budgeting, and organisational skills.
- Knowledge of specialised prop areas such as weapons, food props, breakaway items, puppetry, or period reproduction.
- Ability to lift 25kgs, work at height, and operate workshop tools safely.

Functional/ leadership competencies:

- Experience in opera, large-scale theatre, or touring productions.
- Familiarity with CAD programs (AutoCAD, Vectorworks and Sketchup), 3D modelling, and digital fabrication knowledge (CNC, 3D printing, laser cutting).
- Upholstery and soft-goods construction.
- Scenic painting and faux-finishes skills.





Terms and conditions

Contract type: Full-time, permanent

Salary: £33,000 per annum

Hours of work: Average hours will not exceed 44hrs per week. Actual hours of employment will vary and be advised by your line manager with occasional evening and weekend work.

Holiday entitlement: 33 days inclusive of 8 statutory holidays, per annum

Pension: Opera North will automatically enroll you into the company pension scheme upon appointment and after 3 months' service will contribute equivalent to 5.5% of your basic pay, should you meet the current legislative criteria. You will be required to make a personal contribution of 2.5% of your basic pay. We reserve the right to make future changes to our pension arrangements.

Equity, diversity and inclusion

We promote equity, diversity and inclusion in our workplace and make recruitment decisions by matching our needs with the skills and experience of the candidate. As we work to address underrepresentation in our workforce, we are particularly keen to hear from applicants from the global majority or those with other protected characteristics.

The successful candidate must have the right to work in the UK or be ready to obtain it.

General responsibilities of everyone who works for us:

- Represent the company values and purpose to create extraordinary experiences everyday
- Work collaboratively and co-operatively with all team members and take an active part in team meetings and discussions
- Be an ambassador for Opera North and follow our policies and procedures
- Play your part in ensuring that everyone who comes through our door is welcomed and treated with respect

How to apply

To apply for this role, please send a CV and covering letter via the Hireful website.

If you need any help completing your application including any adjustments to the application process please contact appointments@operanorth.co.uk to make us aware.

Good luck with your application and we look forward to hearing from you.



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