



LEEDS PLAY HOUSE

DEPUTY PROPS MANAGER

Recruitment Pack

If you require this Recruitment Pack in a different format, please contact the HR & Learning team on 0113 213 7280 or recruitment@leedsplayhouse.org.uk



QUARRY THEATRE
850 CAPACITY



BRAMALL ROCK VOID
100 CAPACITY



COURTYARD THEATRE
420 CAPACITY

QUICK FACTS

3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

c175,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER

+

THIS **SHORT FILM** WILL
HELP YOU UNDERSTAND
WHAT WE'RE ALL
ABOUT.

- Restaurant & café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

leedsplayhouse.org.uk

[f](#) [i](#) @leedsplayhouse



WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. We are an award-winning cultural hub, a place where people come together to share stories, spark creativity and experience world-class theatre in the heart of Yorkshire.

At the heart of our purpose is a belief in the transformative power of theatre. We are driven by a social mission – to create work that speaks directly to the people of Leeds, reflects their lives, and opens up new possibilities for everyone who calls this city home. Our productions, projects and partnerships are rooted in the belief that culture should be accessible to all, and that theatre can be a catalyst for change.

The Playhouse has a proud history of inclusive practice, community connection and civic responsibility. We work closely with people across our region to ensure our work is representative, relevant and resonant. Our commitment to inclusivity is embedded in everything we do, from our artistic programme to our participation work and building design.

This warm, open approach has been recognised nationally. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre** at the **UK Theatre Awards**, a testament to our commitment to creating an accessible, inclusive and creative space at the heart of the Leeds City Region. Our productions continue to receive national acclaim, including the Olivier-nominated and UK Theatre award-winning *Animal Farm*. For three consecutive years, Playhouse performers have won **Best Performer in a Musical**, and in 2024 our production of *Oliver!* was named **Best Musical**.

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THE ROLE

This role may be particularly suitable for a talented individual who has developed through early stages of their career and is ready to move up in to the role of Deputy Props Manager, to grow and develop their skills.

The Deputy Props Manager will assist and support the Props Manager with the management and operational duties of the Leeds Playhouse Props team, which is part of the Scenic Workshop department. This role involves specific responsibilities for prop making, painting, and finishing of scenery and furniture using various materials for Leeds Playhouse shows, events, and projects.

The Deputy Props Manager should have a good all-round understanding of construction methods, materials, and finishing techniques. The role will also include administrative duties necessary to maintain organised props support.

The Deputy Props Manager is a key role within the Production directorate and will maintain effective working relationships with all other departments within Leeds Playhouse.

DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE ARE:

- To support and assist the Props Manager with the management and operational duties of the Props team.
- To deputise for the Props Manager as specified in the Contract of Employment but if cover occurs for an unreasonable continuous period (e.g. long term sickness cover), the salary will be adjusted to reflect the additional responsibilities.
- To assist in the duties of the Props Manager for specific productions, projects or events.
- On productions, projects or events assigned by Props Manager and/or Head of Scenic Workshop, to be the lead contact for props (Props Supervisor).
- To work closely with the Props Manager, Stage Management, Production Managers, Designers, Directors and Scenic Workshop staff to determine the property requirements of the show, event or project.
- To assist or engage support in the manufacture or sourcing of all properties, furniture, soft furnishings, sculptural, scenic and special effects within agreed budgets and deadlines.
- To update the props list from script and other source material provided and evidence research.
- To help maintain accurate records and archives of all Leeds Playhouse productions, including the creation and update of props bibles.
- To help maintain the integrity of the properties during the run of the production and ensure good stock levels. Be responsive to the needs of the production throughout its run.
- To assist in the acquisition of materials and goods necessary for the completion of the project.
- To aid in accurate estimates of quantities and costs of materials and estimates of labour required to complete the project.
- To assist in the preparation of any schedules necessary for the effective and efficient completion of the show, project or event as required.

- To work with other departments and staff engaged to supply stage properties for Leeds Playhouse shows, projects and events.
- To assist in the construction, painting and finishing of scenery, furniture, stage properties and stage effects to produce and deliver work of the highest standard.
- To work with a wide variety of materials and processes including, but not limited to, mould making, timber, metal, plastics, fabrics and polystyrene, with due consideration in material choice alongside environmental good practice.
- To work accurately and quickly from drawings, models, reference materials and basic specifications.
- To liaise with the Props Manager to ensure proper Health and Safety consideration is made with regards properties within each production, and this is recorded and reflected in the nature of the property assigned.
- To assist in maintaining an accurate inventory of Props stores.
- To engage and liaise with external companies when required.
- To engage and supervise freelance makers when required.
- To help with day-to-day control of all Props team expenditure and budgets.
- To assist in ensuring responsible control of armoury stock, in conjunction with the Technical Director, and liaise with external armorers when required.

FOLLOWING POLICY AND PROCEDURE

- To oversee and implement stock-checks and inventory management.
- To adhere to all company guidelines, policies and procedures and maintain a safe and healthy working environment.
- To be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in Leeds Playhouse Health and Safety Policy.

- To identify and report all hazards arising in the workplace or theatre spaces.
- To follow all department policy and procedures and take an active role in setting and reviewing of policies and safe methods of working. To ensure all relevant documentation is in place and department members receive proper induction and refreshers.
- To attend rehearsals, as required.
- Attend design meetings and production progress meetings for specific production, project or event
- To undertake the cleaning, testing and maintenance of work and production equipment.
- To undertake assessment of environmental impact of processes and ensure manufacturing and purchasing practices are properly considered.
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to the Props team in particular and the Playhouse as a whole.

WORKING SAFELY

- To correctly and safely use a wide range of work equipment including access equipment, lifting equipment, test equipment, wood and metal working tools and machinery.
- To adopt a responsible attitude towards the proper use, care and security of premises and property belonging to, or the responsibility of, Leeds Playhouse.
- To maintain a clean, tidy and safe workplace.
- To support the Props Manager and Head of Scenic Workshop in maintaining up-to-date departmental risk assessments, tool registers and COSHH documentation in line with Playhouse Health and Safety Policy.
- To supervise the effective and safe working of other personnel, including skilled and unskilled personnel, who are allocated to assist you with the completion of a specific task and/or project.
- To confidently work at height using a variety of different access equipment including but not limited to; tallescopes, ladders, steps and aerial work platforms.

GENERAL RESPONSIBILITIES

- Organising, cleaning and maintaining the workshop area.
- Cleaning and maintenance of workshop equipment.
- To assist in stocktaking as required.
- Moving goods, equipment, scenery, furniture, properties, and stage effects as required.
- To make visits, as required, to suppliers in order to acquire, collect or deliver goods.
- To ensure that work equipment, stage technical equipment, electrical equipment, air hoses and power cables used in working areas are deployed in a clean, tidy and orderly condition and take appropriate care at all times.
- To correctly and safely use a wide range of work equipment including, but not limited to, woodworking and metalworking tools.
- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Work with Playhouse Connect to open up the theatre's creative processes to a wider range of communities, including people engaged in learning.
- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at Leeds Playhouse, including our Action for Change development initiative.
- To be willing to undertake training and development as required.

ANY OTHER DUTIES

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

KEY RELATIONSHIPS

The role of Deputy Props Manager is part of the Props team which is within the Scenic Workshop department. Scenic Workshops sits within the wider Production directorate.

You will be managed by the Props Manager.

KEY INTERNAL RELATIONSHIPS

- Props Manager
- Head of Scenic Workshop
- Stage Management team
- Scenic Workshop staff
- Wardrobe team
- Lighting team
- Sound team
- Production staff
- In-house creative teams
- Production Managers
- Leeds Playhouse Staff from all departments
- Technical Director

KEY EXTERNAL RELATIONSHIPS

- Creative teams
- Set & Costume Designers
- Lighting Designers
- Sound Designers
- Fight Directors
- Touring Production staff
- Props supervisors
- Propmakers
- Construction Houses
- Theatrical property suppliers
- Other Theatre Props teams

PERSON SPECIFICATION

ESSENTIAL

If you do not demonstrate that you meet all these criteria, you may not be shortlisted:

- Strong experience working in a prop department or similar – whether as a Propmaker, Props Assistant, Assistant Stage Manager or equivalents.
- Knowledge and experience of working with a variety of materials, including timber, textiles, moulding and casting processes, 3D sculpting, paint, and finishing techniques.
- Understanding of styles and periods.
- Ability to interpret designs and models accurately.
- Skilled in the use of hand tools machine.
- Excellent written and verbal communication skills, with the ability to communicate effectively at all levels within and outside the organisation.
- Strong interpersonal skills and the ability to work effectively as part of a team.
- Demonstrates commitment to equity, diversity and inclusion in creative and technical practice.
- Contributes to a positive, friendly and respectful workshop culture.
- Computer literate, with experience in Microsoft programs.
- Experience of working to budgets.
- Excellent time management skills.
- Ability to work well under pressure and meet tight deadlines.
- Approachable, honest, reliable and trustworthy.
- Ability to work independently and as part of a team.
- Keen focus on precision, possessing a sharp eye for details.
- Capable of working under tight schedules and deadlines with good organisational skills.
- Calm and composed under pressure, with the ability to remain focused and productive.
- Ability to be flexible and open to new challenges and responsibilities, with a strong willingness to learn and adapt.

PERSON SPECIFICATION

DESIRABLE

If we need to choose between candidates who meet the essential criteria, we may take these factors into account:

- Some experience of being Props Supervisor on small to medium scale theatre production.
- Knowledge of graphic manipulation programs such as Adobe Photoshop, Sketch, and GIMP, including familiarity with other Adobe Creative Suite programs.
- Possession of a full clean driving licence.
- Experience of upholstery techniques.
- Experience of working with metal.
- Knowledge of Theatre Green Book/Julie's Bicycle.

EMPLOYMENT TERMS SUMMARY

CONTRACT

This is a permanent, full-time contract.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- successful completion of probation period

SALARY

£27,648 per year, plus BECTU/UK Theatre commercial get outs and overtime payments.

HOURS

Full-time of 40 hours per week on any 5 days out of 6, Monday to Saturday. Evening and weekend work will be required.

The Scenic Workshops are primarily operational Monday to Friday but there will be occasions when working on Saturdays is required as part of a standard week.

There may be occasions when you are required to work outside the normal hours outlined. You are entitled to be paid overtime in line with the overtime policy in effect in your department

PROBATIONARY PERIOD

12 weeks.

NOTICE PERIOD

4 weeks.

LOCATION OF WORK

Your main place of work will be Leeds Playhouse. You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

12-week subsistence payment available for those whose current base is over 40 miles away from Leeds Playhouse. Please note this payment is subject to tax and NI.



BENEFITS

PENSION

Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution, if eligible.

HOLIDAYS

5 weeks per holiday year, plus Statutory Bank and Public Holidays, rising with length of service.

BENEFITS

- 2 paid wellbeing days a year
- Free employee assistance service
- Corporate gym and swimming discount
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Inhouse counselling services with a BACP counselling professional on site (by referral)
- Voluntary Cash Health Plan (optional)

HOW TO APPLY

TO FIND OUT
MORE, PLEASE
CONTACT THE
TEAM AT
[production@leeds
playhouse.org.uk](mailto:production@leedsplayhouse.org.uk).

PHOTOGRAPHY CREDITS

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Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

HOW TO APPLY

To apply for this post please complete the online application form and diversity monitoring form which can be found on the vacancies page listing. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact recruitment@leedsplayhouse.org.uk.

INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

SAFEGUARDING

The Playhouse is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

A photograph of a man and a woman looking at a smartphone together at night. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at the phone. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple sweater. She is holding a glass of beer. The background is dark with some blue lights. A large, semi-transparent orange shape is on the left side of the image.

THANK YOU

FIND US AT

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Quarry Hill, Leeds LS2 7UP
leedsplayhouse.org.uk
0113 213 7700