



## **PROP RESETTER JOB DESCRIPTION & PERSON SPECIFICATION / THE BURNT CITY**

Responsible to: Senior Stage Manager and Production Department

Key relationships: Stage Management, Assistant Stage Managers, Deputy Stage Managers, Design team, Production Department

Salary: £11.05 per hour (London Living Wage)

Contract: Fixed-term, zero hours

Deadline: Applications will be reviewed on a rolling basis. Shortlisted candidates will be notified in due course.

How to apply: Send your CV and cover letter by email with the subject "Prop Resetter" to [workwithus@punchdrunk.com](mailto:workwithus@punchdrunk.com).

**OUR HISTORY** Formed in the UK by Felix Barrett in 2000, Punchdrunk has pioneered a game-changing form of immersive theatre in which roaming audiences experience epic and emotional storytelling inside sensory theatrical worlds. Blending classical texts, physical performance, award-winning design installation, and unexpected sites, the company's infectious format rejects the passive obedience usually expected of audiences. Our award-winning productions invite audiences to rediscover the childlike excitement and anticipation of exploring the unknown and experience a real sense of adventure. The company's international production, *Sleep No More*, has celebrated 10 years of its extended run in the USA. In December 2016, a redeveloped version of the production opened in Shanghai and continues to run. *The Third Day*, a six part TV drama and theatrical broadcast created by Dennis Kelly and Felix Barrett aired on Sky and HBO in 2020. Punchdrunk has also announced a partnership with gaming giants Niantic.

Punchdrunk's award-winning productions include *Faust* (in collaboration with the National Theatre, 2006), *The Masque of the Red Death* (2008), *Tunnel 228* (in collaboration with The Old Vic, 2009), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival, 2009), *Sleep No More* (with the American Repertory Theatre, Boston, Mass., 2009), *The Duchess of Malfi* (with ENO, 2010), *The Crash of the Elysium* (Manchester International Festival, 2011) and *The Drowned Man: A Hollywood Fable* (with the National Theatre, 2013).

### **THE ROLE**

Punchdrunk is seeking proactive and collaborative Prop Resetters for the show run of *The Burnt City*. The Prop Resetters will liaise with the Assistant Stage Managers to reset props throughout the performance space - actioning notes given by Stage Management and

preserving the Designer's creative vision for the show. They will work closely with Stage Management, Production and the Design team to note any repairs that need to be made to props and raise any general issues. This is a practical and physically demanding role that requires walking and standing for long periods of time.

The ideal candidates will have strong visual sensibility and have great attention to detail. They will have good spatial awareness and have a good sense of visual harmony and layout. They will be able to wash, sterilise and clean props to a high standard. The successful candidates will have strong teamwork skills, they will be able to follow specific instructions, with the ability to use their own initiative when needed.

### **JOB DESCRIPTION | RESPONSIBILITIES INCLUDE:**

- Reset props correctly and in a timely manner under the guidance of the Senior Stage Manager and in collaboration with the Deputy and Assistant Stage Managers
- Wash, sterilise and clean props to a high standard
- Inform the Stage Management and Design departments of repairs that need to be made to props and raise any general issues
- Collaborate with the Assistant Stage Managers
- Action notes given by Stage Management

### **PERSON SPECIFICATION:**

#### **Essential**

- Strong attention to detail
- Ability to walk and stand for long periods
- Good eye for layout and visual harmony
- Ability to wash, sterilise and clean props
- Ability to work with and communicate with various individuals and departments
- Ability to take direction and to work as part of a team
- Ability to use initiative
- Ability to work quickly, under pressure
- An interest in Punchdrunk's work
- Knowledge and understanding of the theatre industry, or performing arts

#### **Desirable**

- Experience working in immersive productions

### **EMPLOYMENT TERMS**

- Fixed-term contract
- 3 month probation period
- Place of Work: Punchdrunk's home in Woolwich
- £11.05 per hour (London Living Wage)
- Tuesday to Sunday working days

- Due to the nature of this role afternoon and evening work will be required
- **Please note: this role is only open to applicants aged 18 years and over due to the content within the show, in line with our safeguarding policy.**

#### EMPLOYEE BENEFITS

- Pension contribution, following completion of probation period
- Leave entitlement i.e. sick leave, parental leave etc.
- Access to the Employee Assistance Programme

NOTES TO APPLICANTS This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and the line manager from time to time.

If you are called for an Interview you will be required to sign Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.

HOW TO APPLY To apply, please submit your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and *specifically* how your experience matches the person specification.

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to a second interview, prior to making an offer.

Please submit your application by email, with the subject "Prop Resetter" to [workwithus@punchdrunk.com](mailto:workwithus@punchdrunk.com). Shortlisted candidates will be notified shortly after.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Recruitment timeline: Applications will be reviewed on a rolling basis and interviews will commence shortly after shortlisting with a view to start the role as soon as possible.