**WDCSP Props Coordinator**

* Stipend: $300
* Reports to: Executive Creative Director
* Active Responsibility Time: May 4th- August 2nd
* Requirements
	+ Prepared to utilize children, teens, and parent volunteers.
	+ Experience with creating and finding props for musical productions.
	+ Display a calm and kind demeanor conducive to working with young children/young adults and support staff.
	+ Experience in education preferred but not required.
* Responsibilities
	+ They will be present for a pre-production meeting with the Executive Creative Director and the Executive Business Director to discuss the details of the program (areas of the school to use, available prop pieces, budget, etc.).
	+ They will need to meet with the show directors by the week of May 6th in coordination with the Executive Creative Director.
	+ Create a Requested Donation List and disseminate it in coordination with the Marketing Director.
	+ They will encourage our members to be a part of the creation and gathering of props.
	+ They will oversee the completion of the gathering and completion props by July 9th.
	+ They will be present for a post-production meeting with the Executive Creative Director to discuss the productions and their future with the WDCSP.
	+ They will coordinate with the volunteer director on how to best utilize interested volunteers.
	+ They will be present for and participate in WDCSP summer fundraisers and productions. This includes and not limited to: the Summer Shows, the Bowling Fundraiser, and the Cabaret.