

# Brooke Downing

## Properties Supervisor & Artisan

### Professional Summary

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Theatrical stagehand, manager, and artisan with over 10 years of experience in theatre and contributions to over 40 productions. Passionate about creating the experience of live performances, dedicated to managing a smooth operation, and adept at problem solving in high-pressure environments while maintaining communication between multiple production departments.

### Experience

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#### Assistant Props Supervisor

- Responsible for loading in and out the props package of the tour, including supervising the loading of trucks, directing and organizing road box traffic in and out of the theatre, and communicating clear directions to locals.
- Managed the props deck track, from rehearsals to live performances, including tracking the movements of props and actors to ensure cues are met, overseeing and facilitating transitions, and monitoring for safety and functionality.
- Trained and supervised props locals on their cues and responsibilities.
- Tracked and maintained the conditions of props.

#### Props Artisan

- Fabricated props based on the designs and visions of the scenic designer and director out of various materials including wood, metal, fabric, foam, clay, plexiglass, and paint.
- Communicated with the show creatives to design and create props to fulfill the needs of the show.
- Adapted and learned new crafting methods to produce the assorted and unique projects requested.

#### Assistant Props Director

- Worked with the production's director and props head to create and produce a props package, including sourcing objects, overseeing fabrication, and communicating with other production departments to accommodate the various needs.
- Developed plans for sourcing and fabricating props, and managed the work and schedule of artisans.
- Participated in production meetings and oversaw technical rehearsals.

#### Other Theatrical Roles

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- Assistant Stage Manager
- Lead Artisan
- Carpenter
- Stitcher

### Contact

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Contact information available on request

### Employment

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#### NETworks: Beetlejuice First National Tour

- Assistant Props Supervisor
- May 2024 - Sept. 2025

#### Alley Theatre

- Props Artisan
- July 2022 - May 2024

#### Unbox The Dress

- Seamstress
- April 2021 - June 2022

#### UNC School of the Arts

- Assistant Props Director and Props Artisan
- August 2017 - May 2021

### Skills

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- Scheduling and time management
- Team leadership and management
- Budgeting and cost management
- Prop tracking
- Delegation and supervision
- Verbal and written communication
- Prop fabrication

### ACT Union Member

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### References

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References available upon request