

[www.propworks.co.uk](http://www.propworks.co.uk)

Propworks  
Units 1, 6 & 7 Canterbury Industrial Estate  
297 Ilderton Road  
London  
SE15 1NP

### PROPWORKS: PROP MAKER (SOFTS) JOB DESCRIPTION

Propworks is a creative and forward-thinking team based in South East London. Together, we design, make and source props; primarily for theatre and live events. We are a supportive and inclusive team, and we actively encourage applications from candidates of all backgrounds, including those from underrepresented communities and individuals returning to the workforce. We believe a diverse team makes for stronger, more creative work.

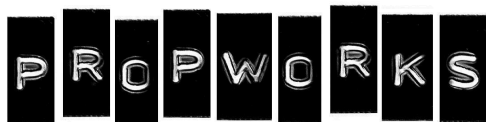
We are looking for an experienced Prop Maker, with a specialism in Softs (fabric, upholstery, costume props etc), to join our workshop team in creating, replicating and refurbishing props and dressing for a wide range of projects, including theatre productions, music tours, corporate events, and displays; aiming for the highest standard of quality and delivery on schedule.

The Prop Maker (Softs) should have existing professional experience in machine and hand sewing, including pattern making and overlocking. A working knowledge of theatre upholstery and fabricating props with plastazote/foam is also required. A broader skillset in other prop making materials and methods would be advantageous. Good interpersonal skills are essential, as the role involves regular communication with the wider team and our clients.

Propworks is a fast-paced environment, with the team operating across multiple productions and projects at any one time. Good time-management and organisational skills are key, with the ability to maintain attention to detail whilst under pressure. Previous experience of working in props for theatre would be beneficial but is not essential. If this sounds like you, we'd love to hear from you.

#### Key Responsibilities include but are not limited to:

- Making and refurbishing Soft props according to Propworks' and the client's brief, with an understanding of materials, processes, and allocated timings;
- Advising on materials, construction methods and timings, to support accurate quoting and scheduling;
- Acting as Team Leader on larger Softs projects;
- Training and supporting colleagues in Softs work, as required;
- Managing the weekly stock check for the Softs department;
- Checking and packing kit (tools and materials) for assigned on site works;
- Working efficiently to deliver props, and support your supervisor, during on site works;
- Regularly communicating with your manager, providing progress updates and obtaining sign-off on projects;
- Maintaining a tidy workspace during the day, including prepping/covering work surfaces to prevent damage;
- Ensuring tools and equipment used are returned to their designated storage at the end of each day;
- Providing your services with all due care, skill, and in accordance with good industry standards and practices;
- Complying with Propworks' Health & Safety Policy and following all H&S guidance;
- Liaising with clients, suppliers, and other people connected with Propworks, in a professional manner;
- Attending internal or client meetings, as necessary;
- Producing paperwork related to props made, as necessary;
- Maintaining accurate timesheets;
- Maintaining excellent time-keeping;
- Participating in daily housekeeping duties, to ensure all areas of the workshop are clean, safe, and organised;
- Undertaking any other duties and tasks, as assigned, when necessary.



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### Person Specification

#### Essential:

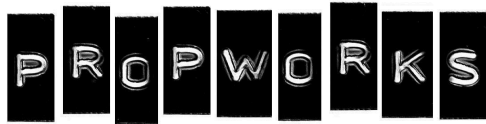
- Excellent machine and hand sewing skills, including pattern making and overlocking;
- Experienced and confident in working on a range of soft props, including upholstery, curtains, cushions etc;
- Experience in fabricating props with foam (plastazote/eva foam);
- Ability to read and understand technical drawings and specifications;
- Strong attention to detail and able to produce documentation required;
- Ability to work collaboratively as part of a team, as well as independently and on your own initiative;
- Good communication skills;
- Strong organisational and time-management skills, with the ability to prioritise across multiple projects;
- Proactive, adaptable, solution-focused and able to remain calm under pressure in a fast-paced environment;
- Reliable, punctual, and committed to maintaining high standards.

#### Desirable:

- Confident with general prop making, such as basic carpentry, painting etc;
- Experience with problem solving in bespoke props and an understanding of stage methods;
- Experience of working on site in theatres and for events;
- Willingness to travel to project sites, when required;
- Flexibility to work outside standard office hours, including weekends, where projects demand;
- Knowledge of a wide range of design styles and period details;
- Knowledge of the Theatre Green Book and sustainable production practice;
- First Aid certification;
- COSHH training;
- UK Driving License.

### Terms & Conditions

Reporting To:	Company Directors & Workshop Manager
Contract Type:	Permanent
	Depending on experience, we can offer a Full-Time or a Part-Time Permanent contract (min. 3 days per week)
Fee:	£36,000 - £39,000 per annum, pro rata, depending on experience
Hours:	Normal workshop hours are 9am to 5.30pm, Monday to Friday, including a daily, 1hr lunch break (unpaid). Evening and weekend work may be required from time to time and, in these instances, working hours may exceed 48hrs per week. For this reason, you will be asked to opt-out of section 4.1. of <i>The Working Time Regulations</i> (1998).
Location:	Your regular place of work will be Propworks' workshop (SE15). From time to time, the role may require you to complete your duties at other sites; across the UK and, on occasion, abroad. Travel and accommodation expenses will be covered in the event that you are working outside of Greater London.
Leave Allowance:	28 days per annum, pro-rata, inclusive of statutory public holidays. For the purpose of this employment, bank holidays are considered normal working days.
Probation Period:	6 months
Notice Period:	8 weeks
Pension Scheme:	Propworks pension scheme is provided by NEST; enrollment postponed for the first 3 months of employment.



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### How To Apply

Please send your CV / Portfolio and a brief Cover Letter / Email to [jobs@propworks.co.uk](mailto:jobs@propworks.co.uk), no later than 5.30pm, Tuesday 16 December 2025\*. Please outline your relevant experience and why joining Propworks is of particular interest in your Cover Letter / Email. We look forward to receiving your application.

\*We are looking to shortlist for this role as soon as possible and can offer an immediate start to the right person, so please apply today. We reserve the right to withdraw this advertisement, and to close applications early, should suitable candidates be found before the application deadline.