


KARIN RABE VANCE

PROPERTIES DIRECTOR

Karin.rabe.vance@gmail.com 

Houston, TX 

[Linkedin.com/in/rabevance](https://www.linkedin.com/in/rabevance) 

CORE COMPETENCIES

Team Leadership & Building

Properties & Furniture Design

Cross-departmental Collaboration

Active Listening

Written & Verbal Communication

Agile Project Management

Strategic Budget Management

Vendor Relationships

Scheduling

Results Focused

Positive Attitude

EDUCATION

HOUSTON COMMUNITY COLLEGE

Houston, TX

Completed 39 credits in
Business coursework
2011-Present

FLORIDA STATE UNIVERSITY Tallahassee, FL

Bachelor of Fine Arts
Theatre Design/Technology
1994-1997

EXPERIENCE

ASSOCIATE PROPERTIES MASTER

Geffen Playhouse, Los Angeles, CA • October 2021 - Present

- Work alongside Properties Master to realize all scenic and prop designs for an 8-show season across 2 theatre spaces.
- Responsibilities include research, prop shopping, set dressing, prop rentals, and construction of props as needed including upholstery, paper props and craft work.
- Assisted with disbursement of all props following show closings utilizing online selling platforms to sell props.
- Organized the prop workspace to increase efficiency and maximize workflow.
- Manage overhire prop crews in the build and alteration of props for productions, as well as the maintenance of all prop work areas.

PROPERTIES DIRECTOR

Alley Theatre, Houston, TX • March 2004 – May 2020

- Managed team of six responsible for building, shopping, and altering props for 12-15 productions, 2 touring education productions, and a new play festival per season, including many world and national premieres.
- Collaborated with directors, designers, production management and other production departments to create agile plans for each production while serving as a design assistant for many scenic designers.
- Balanced competing, simultaneous priorities for two theatre spaces while remaining within annual budget of \$100-\$160K.
- Designed prop builds to be flexible regarding timeline, budget, and process with appropriate contingency plans to ensure on-time and on-budget completion.
- Ensured successful project completion within the prop shop by supporting talented team; actively listened, encouraged collaboration, and utilized individual strengths.
- Managed and grew properties collection of 24,000 square feet including onsite and offsite storage spaces to allow for greater budget flexibility in productions.
- Established and fostered strong vendor relationships; sourced new vendors, including identifying local opportunities to cut down on wait time and shipping costs.
- Collaborated with the marketing and development departments to create interactive displays and exhibits for theatre patrons and events.


Select Achievements

- Led prop inventory recovery projects and team of 20+ after Hurricane Harvey flooding, including serving as a Subject Matter Expert conducting an in-depth valuation for all 88,000+ damaged/lost props to ensure company received full insurance claim. More details on the Harvey recovery process can be found here: <https://www.karinrabevance.com/harvey>
- Drove positive changes within a team that previously had limited procedural improvements or hands-on leadership. Focused on team morale and dedication while establishing clear expectations.
- Reduced project completion times by ~4 weeks by identifying team's strengths and weaknesses before implementing incremental changes regarding efficiency and budget optimization.
- Managed department logistics for several prop stock transfers to new storage locations, including moving furniture storage to a new warehouse and a temporary hand prop stock relocation during a building renovation. Ensured access to all necessary stock through all transitions to keep productions moving forward.

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COMPUTER SKILLS

Microsoft Office Suite

Google Suite

Adobe CC – Photoshop, Illustrator,
Acrobat, XD

Basecamp

Hatch Embroidery Digitizer

CERTIFICATIONS

OSHA 10
December 2019

Red Cross First Aid/CPR/AED
January 2020

COVID Compliance Officer
Arts & Science - June 2021

SPEAKING ENGAGEMENTS

United States Institute of
Theatre Technology
Annually 2014-2019

Society of Properties
Artisan Masters
July 2019

Production Managers Forum
October 2017

Outdoor Theatre Conference
October 2019

EXPERIENCE continued

DESIGNER/OWNER

SD Arts Company, Houston, TX • June-2020 - Present

- Design and create unique items to sell on Etsy.com and at local markets, including embroidered goods, jewelry, and other durable goods.
- Utilized social media platforms to drive traffic to ecommerce site, Etsy.com
- Worked with local homeowners and their designers on furniture refinishing, custom window dressings, and upholstery projects.
- Specialty Prop Building for various local theatres and retail establishments.

PROPERTIES MASTER

Studio Arena Theatre, Buffalo, NY • August 1999 – March 2004

- Led team of three while collaborating with entire production department to support 7 productions per season.
- Supported large scale building improvement projects as well as program development & implementation.
- Coordinated with Development department regarding annual gala, auction, and special events; volunteered during events in support of fundraising efforts.

Select Achievements

- Improved team engagement and performance by building trusting relationships and open communication after team experienced five managers in three years.
- Responsible for fabrication of façade signage during \$50K renovation project. Identified new sign company to finish creation within budget after original vendor closed mid-project.
- Collaborated with Production Manager to design new safety program. Successfully implemented new procedures amongst originally resistant crew and in compliance with OSHA and IATSE requirements.

PROPERTIES MASTER

Merrimack Repertory Theatre, Lowell, MA • August 1997 – May 1999

- Served as entire Properties team; responsible for constructing furniture and completing or procuring all craft work, upholstery, drapery, and hand props.
- Established strong vendor relationships to remain within ~\$7K annual budget. Negotiated deal with local vendor/antique shop owner to trade temporary use of inventory for refurbishing work.
- Saved time and money by collaborating with Costume Shop Manager and Costume

REFERENCES

Raymond Inkel • Director of Production, Alley Theatre

Contact info available upon request

Hugh Landwehr • Independent Scenic Designer

Contact info available upon request

Jessica Julien • Properties Shop Manager, Alley Theatre

Contact info available upon request