

Properties Assistant

The Properties Assistant assists the Properties Master in acquiring all props, whether pulled, bought, built or rented.

Responsibilities

- Familiarize yourself with the script
- Provide research as requested
- Help keep a record of all transactions (purchases, loans, etc.) for each production
- Meet with the Director, Scenic Designer and Properties Master to confirm appropriateness of selected props. A minimum of two meetings is recommended.
- Help pull rehearsal props; some may require minor building and assembly
- Help acquire/complete all props for the production; refurbish, paint, and re-construct then as necessary
- Assist in the transfer of properties and rehearsal properties to assigned spaces.
- Help the Properties Master to organize props and to prepare prop tables for tech and the run of a show
- Assist with maintaining the cleanliness and organization of the props shop and all affiliated storage facilities.
- Assist with the strike of production props immediately following the last performance.
- Make sure props are properly stored and/or returned after strike
- Reserve the shop truck in advance for use in obtaining, transporting, and returning properties.

Participation

- Periodic meetings with the Director, Scenic Designer and Properties Master\
- Technical Rehearsals
- Strike