

Properties Master

The Properties Master is responsible for acquiring and organizing all props, whether pulled, bought, built or rented.

Properties Assistant

The Properties Assistant facilitates the work of the Properties Master.

Responsibilities

- Familiarize yourself with the script
- Meet with the Director and Scenic Designer to compile a preliminary props list
- Provide research as requested
- Create a list of all properties; include how they will be used in each act or scene and how they will be acquired (whether pulled, bought, built or rented)
- Obtain a list of rehearsal props from the Stage Manager and pull them; some may require minor building and assembly
- Acquire/build all props required for the production; refurbish, paint, and re-construct them as necessary
- Follow correct purchasing procedures; keep all receipts and submit them to the Technical Director in a timely manner
- Keep a record of all transactions (purchases, loans, etc.)
- Meet with the Director and Scenic Designer periodically to confirm appropriateness of selected props. A minimum of two meetings is recommended
- Work with the Stage Manager or ASM to organize props and to prepare prop tables for tech and the run of a show
- Complete all real props for use by the first technical rehearsal
- Supervise the props running crew at all technical rehearsals
- Supervise strike of production props immediately following the last performance
- Make sure props are properly stored and/or returned after strike
- Maintain the cleanliness and organization of the props shop and all affiliated storage facilities
- Reserve the shop truck in advance for use in obtaining, transporting and returning properties.

Participation

- Design Meetings 4, 5 and 6
- Weekly production meetings
- Periodic meetings with the Director and Scenic Designer
- A minimum of two run-through rehearsals to better understand prop usage
- Technical rehearsals
- Strike

Any release from these assigned tasks must be approved by the faculty advisor in advance.