

# Properties Master: Job Description & Execution Plan

## Properties Master Definition

As a member of the crew for a production, you are an important and integral part of the production team. It is crucial to the success of the rehearsal and performance process that you conscientiously fulfill your responsibilities. This document is intended to help you understand your duties during the rehearsal and performance process—it is not intended to be comprehensive, and the Properties Supervisor, Technical Director and/or Production Manager may have other specific assignments for you.

**The Properties (Props) Master, in cooperation with other members of the production team, assists in defining the physical elements of the production within the constraints of time, labor, budget, and organizational policies. He or she will also assist in the direction of the technical production process and maintain up-to-date records and documents of the physical production.**

*Responsibilities of the Props Master include (subject to change based on the needs of the production):*

### Design Phase

- Read the play and work with the Stage Manager, Director, and Set Designer to generate a list of props for the production.
- Attend design meetings as requested by the Production Manager.

### Budgeting Phase

- Budget estimates. Budgets will include a cost estimate for each item on the props list, with notes on whether the item will be bought, borrowed, rented, or built, and will include an allowance for props added in rehearsal. Estimates for complex built elements should be discussed with the Production Manager and Technical Director.
- Present cost estimates at production meetings, provide options for bought or rented items, and present alternatives as necessary to realize the design within budget parameters.

### Production Phase

- Develop and maintain an effective working relationship with the production team. Be responsive to emails and communicate regularly and promptly with Props Supervisor, Stage Manager, Production Manager, and others as appropriate.
- Work with Props Supervisor and Stage Managers to assemble rehearsal props before the first rehearsal.
- Carry out research, shopping and borrowing runs, and build projects as assigned by the Props Supervisor.
- Research and obtain rental quotes for appropriate items.
- Obtain and manage petty cash. Save receipts and treat them like cash. Carry and use tax-exempt forms for all purchases.

- Coordinate credit card purchases with departmental staff.
- Establish a regular work schedule with the Props Supervisor.
- Maintain a safe working environment and obtain training in any potentially dangerous equipment before using.
- Clean up after each work session.

### **Load-In and Tech/Dress Rehearsal Period**

- Set up props tables backstage and work with Stage Managers to organize props.
- Train the running crew in the setup and operation of any special effects.
- Attend technical and dress rehearsals as arranged with Props Supervisor and work on notes as they arise. At least one props representative attends tech notes sessions after tech rehearsals are completed.

### **Performance**

- Read performance reports and work with the Props Supervisor to fix any problems encountered during the run of the show. Repair or replace items as needed, including perishables. Keep props areas (backstage, shop areas) safe, organized and clean.

### **Strike**

- Assist in the planning and coordination of the production strike to remove the production elements safely, storing them in an orderly fashion, or returning them to owners.
- Restore all production areas including props storage, stage and shop to a state usable by succeeding productions.
- Sort, check and pack rental items for return.
- Organize a crew for the return of rented or borrowed equipment.

**The Properties Master must attend production meetings throughout the production process to keep the production team advised of progress. At any time throughout the production schedule the Properties Master is encouraged to utilize the production staff to help resolve any challenges encountered during the production process.**

The Properties Master reports directly to the Production Manager/Technical Director.