

# Props Master

## Pre-Technical Rehearsal Duties

- Attend Company Meeting(s.) (see schedule for dates and times)
- Attend Company Run Through. ( see schedule for dates and times)
- Attend Work-Call:
- Normally assist in Pulling, constructing, adapting, assembling and otherwise preparing props
- Normally assist Stage Manager and Assistant Stage Manager in placing & preparing Prop Tables: Pulling, Placing, Papering, Marking, Etc
- Normally assist Stage Manager and Assistant Stage Manager in placing & testing Prop Table & other Running Lights.
- Familiarize yourself with Properties: (may be done during work-call/otherwise a day or more before tech begins)
  - Prop List
  - Prop Table placement
  - Specialty Props
  - Food
  - Costume Props
  - Trick Props & Breakaways
  - Electrified Props
  - Other Props

## During Technical Rehearsals and Dress Rehearsals

- Attend all Technical & Dress Rehearsals at assigned call times. (see tech schedule for dates and times)
- Bring:
  - Writing material & implements
  - Small Flashlight (mini-maglight or similar)
- Wear Blacks: (see tech schedule for date usually first or second dress rehearsal) black slacks or jeans, long sleeve shirt (turtleneck, t-shirt or button down) black socks and shoes.
- Preparation of Cue Sheets and Checklists and updating the Show
  - You may be given an updated Prop List , Prop Tracking List and Prop Preset List at start of first Tech or you may have to record all instructions given during rehearsal as they are given and create your own Prop List , Prop Tracking List and Prop Preset List .
  - You will have to make Prop Run Crew assignments detailing which crew member fills what function for Pre-Show Setup, Production Run, and Post-Show Cleanup of Properties and Set Pieces.
  - Instructions will be provided by: Stage Manager, Assistant Stage Manager, Scene Designer, Properties Designer and/or Technical Director.

- Make updates to the Prop List , Prop Tracking List, Prop Preset List and Prop Run Crew Assignment Sheet immediately prior to, during, and immediately following Tech & Dress Rehearsals.
- Be prepared to provide Copies of the current Prop List , Prop Tracking List, Prop Preset List and Prop Run Crew Assignment Sheet to the Stage Manager at final dress or earlier.
- Duties will likely include
  - Participating in Pre-Show Setup
  - Supervising Pre-Show Setup by Prop/Set Shift Crew and trouble-shooting any problems that arise during Pre-Show Setup.
  - Running Props and Set Shift during Rehearsal.
  - Supervising and Participating in the Post-Show Cleanup of Properties and Set Pieces.
  - Performing other tasks as assigned

### **During Productions**

- Attend all Performances at assigned call times. (see tech schedule for dates and times)
- Bring:
  - Copy of all updated Prop List , Prop Tracking List, Prop Preset List and Prop Run Crew Assignment Sheet (these should remain in Theatre after dress rehearsals begin)
  - Small Flashlight
- Wear Blacks
- Supervise Prop/Set shift crew in Pre-Show Setup
- Double-Check to verify all Props are Preset correctly
- Report completing of Prop Preset Check to & provide Stage Manager with the Prop Preset Check Report immediately following completion.
- Perform all duties as assigned and as recorded
- Take Cues from the Stage Manager or Assistant Stage Manager during run of show
- Supervise and Participate in the Post-Show Cleanup of Properties and Set Pieces.
- Report any breakage or shortage of Properties or property supplies to the Stage Manager and Technical Director immediately and devise a strategy for repairing or replenishing the defective or deficient material.

### **Strike**

- Attend Strike (see tech schedule for dates and times)
- Normally assist in striking Properties returning items to proper place in storage and identifying those Properties that must be returned to other individuals, theatre companies, and organizations.
- Normally assist Stage Manager and Assistant Stage Manager in Striking Prop Tables: Pulling, Placing, Papering, Marking, Etc

- Normally assist Stage Manager and Assistant Stage Manager in Striking Prop Table Lights.
- Turn fair copies of Prop List , Prop Tracking List, Prop Preset List and Prop Run Crew Assignment Sheet in to Stage Manager.