

JOB DESCRIPTION - PROPS

AIM: To collect and manage all pieces of property used by the cast on stage

PRE SHOW:

Attend meeting with Director to discuss requirements

Attend all meetings on the request of the Production Manager

Obtain script from the Production Manager or Director

Study the script in depth

Discuss with the Production Manager or Director the budget requirements at pre audition meetings.

PRE SHOW:

Liaise with the Director to find out:

- Which items are required during rehearsal
- Which items in the script are not required
- Any additional items

Prepare a list and discuss any changes as per Directors vision.

If necessary organise a team to assist in the preparation and organisation of props, during the rehearsal and show period.

Complete a list of names of the Props team, and any acknowledgements for the programme

Resource and organise all the “carry-on” and discovered on stage articles within the budget set – notify the Production Manager of any issues.

This may include items of small furniture which will require liaison with:

- Stage Manager
- Wardrobe for items that may overlap

Contact other Societies using the MTNZ Website to source items for hire.

Attend some rehearsals to pick up changes or items missed.

Consult the Stage Manager about the organisation of scene changes.

Liaise with the cast and organise them to:

- Return their own props, wherever possible to a common assembly point – i.e. props table
- If cast wish to look after their own props – i.e. personal belongings, then let them

Organise a properties table for all “discovered and stage” properties and properties that the cast wish to leave with you.

Once cast are rehearsing on stage ensure that the properties are at the right place, both on and off stage, and at the right time.

Ensure all receipts for items purchased are given to the Production Manager or Treasurer

RUN OF SHOW:

Attend all performances if required

Ensure your helpers are at performances –a schedule of helps including contact information is very useful

Draft a running order for show performances

Ensure that the properties are at the right place, both on and off stage, and at the right time.

Food items are prepared fresh daily

Keep all properties in good working order and repair as necessary

Ensure all food props are cleaned and washed at the end of each performance.

POST SHOW:

Attend pack out.

Ensure all props are returned to their appropriate owners or stored in the appropriate places within the theatre complex.

Scripts are to be returned to the Production Manager in a clean and tidy state, with all pencil marks etc. erased.