

Properties Manager

Weekly:

- Ensure that you meet with the scenic designer on a weekly basis. Discuss research and specific construction and acquisition strategies.

Rehearsal Period:

- Read the script and create a preliminary properties list.
 - Identify which items can be pulled, borrowed, rented or bought.
- Meet with the scenic designer.
 - Discuss the production concept, research and special instructions.
- Create a crew call schedule. Notify the technical director of crew calls.
- Prior to the first crew call, hold a basic props workshop covering the basics of the tools that the props crew will use in the scene shop and scene shop safety and rules.
 - Ensure that all props crew and props run crew members attend.
- Provide rehearsal props (coordinate with the stage manager).
- Provide rehearsal props that are listed in the daily rehearsal reports.
 - Ensure that these are given to stage management no more than two days after the report is sent out. These props should be delivered in person, with labels, before rehearsal, and with an explanation of their purpose.
Example: a plastic chicken to be used as a roast, labeled "Roast".
- If there is a property that has special requirements (must shatter, working phone, dimmable lights, etc.), you should speak with the scenic designer and technical director about how to accomplish these. You will likely have to work with another department for these, and during such time you should be as cooperative and grateful as possible for whatever help they can provide.
- Provide a method for storing props and running props.
 - Provide labeled properties table.
 - Work with the stage manager, electrics, costumes, the technical director and your properties crew to establish the most ideal placement for prop tables.
- Instruct stage management of proper prop care.
- Keep the props list up-to-date and distributed to the appropriate individuals.
- All properties must exist in final form before the first dress rehearsal.

Technical and Dress Rehearsals

- You are required to attend all technical and dress rehearsals.

Strike:

- Remove all props from the set and backstage area.
- Take these props and move them to the props storage area.
- Set any borrowed or rented props somewhere safe until after strike.
- After strike:
 - Return all borrowed or rented props.
 - Restore property storage.

General Notes:

- As the properties master, your duties and responsibilities are not to act as properties designer, but to execute, implement, and organize the properties for a production.
- Prop painting duties may be shared with the paint crew and should be discussed with the scenic designer and scenic charge.

Properties Manager

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

- I am in the THEA 104 class.
- I am in the Opera Workshop class.
- I am in an Independent study class. The class name is _____
- I am a BFA Tech major.
- I am a BFA Performance major.
- I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____