



Youth Performing Arts School

Department of Design and Production

Prop Master:

Job Duties

Read the script and be familiar with the time period and any pertinent research.

Be familiar with all props and prop materials in storage and maintain those storage areas.

Obtain a prop list from the stage manager and make additions and deletions with the director. Note that additions and deletions may come at any time throughout rehearsal, or until the predetermined cutoff date.

Make a final prop list with information on which character uses the prop, which scene the prop is used in and any other notes about the prop.

Obtain from the director and/or designer, descriptions of the actual, individual property pieces and their priorities.

Thoroughly research any props you do not understand completely.

Make sure, with the director and stage manager, that they have adequate rehearsal props.

Find props we have in stock. Find places to rent or borrow props. Find places to purchase props if we need to buy them.

Research, acquire or build the largest and most difficult props first. Some props take time to get or build and they must be addressed early in order to complete them or get them.

During the build and the run, make sure that the props are stored in the prop box or a safe place.

Manage any prop crew that may be assigned by posting call and delegating duties.

Work with the TD or Master carpenter to determine work space and use of the shop tools.

Create a prop table for the first rehearsal that actors are on stage.

Make sure any broken props are fixed immediately. Do not wait until before the next show.

No one should touch the props except the prop crew, director or actors who use the prop.

Make note of where all the props come from and make sure they go back to their original place. If props are made or bought, put them away in a good place.