



LOYOLA UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives

DEPARTMENT OF FINE AND PERFORMING ARTS

Production Staff Job Descriptions

Props Master

The Props Master is responsible for the building, procurement, upkeep, repair, and running of all props (set dressing and hand props) for a particular production in a timely manner and within budgetary limits.

THIS LIST OF RESPONSIBILITIES IS NOT EXHAUSTIVE. It should be used as a guideline of the responsibilities of this position on any production. If a question arises about the breakdown of responsibility, one should seek the advice of their Mentor or the Managing Director of the Department.

****It is of the utmost importance that the Props Master maintains order and cleanliness in the prop loft. Disorganization inhibits the success of all productions and can also become a safety issue.****

Pre-Production:

- * Reads, studies, and researches the play.
- * Attends all Production Meetings.
- * Works with Stage Management to pull rehearsal props.
- * Discusses possible props with the Director, Stage Manager, and other Designers, specifically the Scenic Designer.
- * Produces preliminary props list and provides it to the Designers, Director, and Stage Manager.
- * Collaborates with Costume Designer to split out costume props.
- * Obtains a ground plan showing location of all furniture and pays close attention to notes about size, color, style, function, etc.
- * Obtains specific research for furniture style, color and dimensions from Scenic Designer.
- * Reports on furniture and props which department already owns.
- * Compiles vendor list for rentals.

Rehearsal Period:

- * Obtains rehearsal props that are of equivalent size, weight, and function.
- * Creates a detailed props list (distributes it to Scenic Designer, Director and Stage Management) and takes specific notes about the source of the prop, when it must be returned, and in what condition it was received in.
- * Buys, constructs, or borrows any props that cannot be obtained from storage.
- * Supervises any assistants assigned to help with props.
- * Discusses in detail with Scenic Designer what each item of furniture and set dressing and works collaboratively to select drapery and other set dressing.
- * Attends rehearsal as necessary to ensure safe and proper use of props.
- * Checks rehearsal reports for any additional hand props that may be added during the rehearsal period.
- * Trains Management on the safe and proper use of props.

Tech/Performance Period:

- * Collaborates with Scenic Designer about final placement of set dressing, furniture, etc.
- * Works with the Stage Manager to set up and label prop tables and cabinets.
- * Attends all tech and dress rehearsals to take note of prop use and placement.
- * Procures any perishable items necessary for the run of the show.
- * Distributes props cue sheet or props list to crew and/or ASM.
- * Repairs any props that become damaged during rehearsals or performances.

Post-Production:

- * Attends Strike and retrieves all props. Props Master must ensure that each prop is returned to the appropriate party and that stock props are returned to designated area within prop storage.
- * Attends Post-Mortem and gives report.
- * Turns in all receipts to the Managing Director.

Sage Wisdom From Last Year:

- * Plan out your time, budget your money, the props never stop changing, but learn when to say “enough.”
- * To not let any time slip past you at the beginning, because when the crunch time hits, you can’t get any of that time back.
- * Make sure you know what “don’t worry about it means”