
Prop Designer Duties

SKILLS:

- Theater experience
- Collaboration
- Leadership
- Adaptability
- Good verbal communication
- Thrifting
- Creative Imagination
- Collaborating with creative artist with conflicting interests

DESCRIPTION:

- The Properties Designer is to assist the Director and other Designers in bringing the artistic Vision/Concept of the show to life through period research and design and obtaining all props for the production.
- Reports to the Production Director.

PRE-PRODUCTION DUTIES:

- BASECAMP: Successful productions will require that we connect and collaborate online via Basecamp. Please become familiar with this tool. Be prepared to share your process with us online by posting your research, art, and ideas for your team.
- The Properties Designer agrees to follow the terms of the Guest Artist Independent Contractor Agreement.
- Participates in all Production Meetings either virtually or in person.
- Schedule a time with the Production Director for a tour of the stages and shop/storage facilities.
- Read the play in its entirety before the first Production Meeting.
- Post images for the design to Basecamp after meeting with the Director and prior to the second Production Meeting. Use the Docs & Files / Prop Subfolder on Basecamp for research, images, sketches, drawings, prop's list, and other paperwork.
- Make an initial prop/set dressing list depending on the script and the Scenic Designer's design prior to the second Production Meeting. Upload to Basecamp. A blank Excel template is available on Basecamp.
- Obtain budget, tax exempt forms, and list of merchants with standing accounts from the Production Director.
- Turn in copies of receipts to the Production Director on a weekly basis for budgeting purposes. Receipts should be turned in to Production Director by strike (at the latest) for any reimbursements needed.

- Obtain list of stock (also found on Basecamp in The Phipps Stock Tech Resources folder) from the Scene Shop Manager.
- Schedule a separate meeting with the Director (and Designers if available) to discuss specifics and narrow down the prop list.
- Discuss with Costume Designer, Scenic Designer, and Lighting Designer on any crossover issues.
- Work with Director, Stage Manager and Production Director to prioritize prop list and schedule.
- Meet all deadlines as listed in the Production Calendar.
- A stock Prop Cabinet will be provided for each show. Obtain the keys to the Prop Cabinet and Prop Shop/Storage Room(s) from Production Director.
- Provide rehearsal props or those requested by the Director by deadline indicated on Production Calendar for rehearsals, including furniture props.
- Provide a list of furniture props to be pulled from stock to the Scene Shop Manager for the Volunteer Crew to pull.

□ **REHEARSALS:**

- Attendance at the Company meeting is required. Headshots will also be taken at this time.
- Provide a biography for the program at the first rehearsal.
- All large purchases of props need to be approved by Production Director. Online orders should be sent via email to Production Director including links to the item(s) needed to be purchased.
- Label and mark specific slots for props / characters inside the Prop Cabinet.
- Assign and discuss props with the Director or Stage Manager and Actor(s) prior to tech week. The props MUST be “introduced” to the cast when they are ready for rehearsal/performance not just placed in the Prop Cabinet(s).
- Read all rehearsal reports in Basecamp for updates and requests for props. Respond appropriately.
- Return communication with Production Department via Basecamp within 24 hours unless otherwise agreed upon.
- Should be able to attend the Designer Run with a Production Meeting immediately following the rehearsal.
- Responsible for returning all “dead” props back to Prop Storage when performance props are ready for rehearsal/performance.
- Responsible for setting up and labeling Prop Tables prior to Q2Q. Work with Production Director on location for these.
- Compile a props plot before Paper Tech, and continually update throughout Dress Rehearsals.
- If weapons are used, confer with Production Director and Fight Choreographer regarding proper use and storage.
- All props should be ready by the beginning of tech week.

TECH REHEARSALS:

- Shift Tech Rehearsal (if applicable):
 - Saturday Before Tech: 10am-4pm
 - Not required to attend.
- Paper Tech:
 - Saturday Before Opening: 10am-Noon
 - Not required to attend.
- Q2Q or Tech Run Rehearsal:
 - Saturday Before Opening: 1pm-2pm: Tech Training
 - Consumables and weapons will be introduced at Tech Rehearsal.
 - Will instruct the Deck Captain and backstage crew on any food prep or special instructions regarding props.
 - Saturday Before Opening: 1pm-9pm (End time depends upon complexity of show)
 - Attendance required.
 - Properties Designer is responsible for repair of any defective properties found during the Tech and Dress Rehearsals. Stage Manager will communicate any issues during Production Run.
 - Mini-Production Meetings will be held immediately following all Tech/Dress Rehearsals, all Production Staff present will be required to stay for the meetings.
- Maintain a clean and safe working environment

DRESS REHEARSALS:

- Sunday Before Opening: 1pm-4:30pm
- Monday-Thursday Before Opening: 6pm-9:30pm
 - Follow the “Rehearsals” and “Tech Rehearsals” procedures listed above.
 - Attends all Dress Rehearsals.
- Responsible for dressing the set/stage by second Dress Rehearsal in consultation with Scenic Designer and Production Director.
- Upload to Basecamp all necessary updated Props List/paperwork by opening night.
- Production Staff can invite two guests to the Thursday Final Invited Dress Rehearsal.

PERFORMANCES:

- Responsible for obtaining any consumables for the show during the Production Run such as food, beverages, etc.

STRIKE:

- Attend Strike and put all props and set dressings away in the proper designated place.
- Ensure all dishes/food items are cleaned before returning to Prop Storage.
- Ensure all used Prop Cabinets are cleaned out (flashlights and spike tape box remain).
- Return all Prop Tables to their designated storage area.
- Responsible for returning any borrowed items personally obtained during the run within one week of strike.

- Return the keys to the Prop Cabinet and Prop Shop/Storage Room(s) to the Production Director.
- Check in with Production Director before leaving.