

EVERGREEN PRODUCTION, INC.

Job Description for PROPERTY MASTER

The prop master works collaboratively with the director and other designers to help achieve a quality production while adhering to the budget. She/he must research time-period of the play to insure correct props, work with costume and set designers regarding color and design style. The prop master is ultimately responsible for the purchase and/or creation of props.

Prior to first production meeting:

- Read the script
- Stay in budget
- Develops ideas
- Work with director regarding overall look of show

Rehearsal Period:

- Create prop list
- Provide working props as agreed with director, supply by date agreed to at pre-production meeting.
- Attend all production meetings
- Attend at least one rehearsal prior to move in to verify use of props as discussed in meetings
- Based on needs of show and budget obtain props
 - a. Review inventory at Evergreen storage areas
 - b. Check alternate sources, actors, GBCT, schools, friends, etc.
 - c. Create props as needed
 - d. Rent or purchase as needed
- Review prop choices with director for approval, final say is director's
- Keep list of any thank you's and volunteers and provide to person doing the program by designated date set at pre-production meeting.

Load-in and Tech:

- Arrange transport of props for first tech rehearsal, set at pre-production meeting
- Prepare prop run sheets for stage crew
- Prepare workbasket for run crew to assist in repairs during run (glue, duct tape, backup for delicate props used)
- Be present for all tech rehearsals, create punch list of all issues during rehearsals
- Work with Production Coordinator to finish all tech week issues

Performances:

- Repair and replace as needed during run, information to be given by Stage Manager

Strike:

- Strike props, clean and return or store as appropriate
- Turn in bills by strike

Attend Post-production meeting:

- Provide observations of what worked and what could be improved.