

Theatre Midwest

Job Description, Duties

PROPS MANAGER/DESIGNER

- Fulfill all requirements outlined in the document: General Expectations for Project Leadership.
- Create a Preliminary Prop list through a process of textual examination and conversation with Director, Set Designer, and Stage Managers. Update this document regularly as details change at production meetings, and through Rehearsal Reports.
- Collaborate with Director(s), Technical Director(s) and Stage Manager(s) concerning physical needs and challenges. Include Actors in process as necessary.
 - Arrange meetings or 'walk-throughs' at regular intervals in the process with the Director(s) for the purpose of viewing, discussing and approving/not-approving props in an orderly fashion.
 - Arrange to assist Stage Managers in pulling of Rehearsal Props and Rehearsal Furniture.
- Collaborate with the Set Designer on:
 - Major Hand Props
 - Set Props other than Major Furniture Items.
 - Set Dressing.
 - Determine early who has responsibility for the following for each major prop
 - Researching the look of each
 - Purchasing or Designing each
 - Building (if necessary) each
- Using the updated prop list, identify strategies for property acquisition (stock, purchasing, borrowing, renting, building), or adapting from stock. Document this process and update this document regularly, using it as a checklist to assess progress and identify challenges.
- Conduct research into appearance, function, cost and availability of prop elements for which you are responsible.
- Design any properties that must be constructed.
- Create Technical Drawings as necessary
- Produce renderings as needed
- Collaborate with all pertinent staff regularly as outlined in General Expectations concerning:
 - Coordinating use of materials and personnel for prop construction,
 - Advice on construction techniques and materials
 - Budgeting
- Make Regular contact for the purposes of assessing progress and projecting what actions are required of you to keep the project on track.
- Schedule opportunities to view run-throughs of the entire play or segments of it before the technical rehearsal process begins.
- Meet immediately following Tech & Dress rehearsals to coordinate "punch lists" of continuing, new and essential tasks and changes necessary for completion of the design.
- Expect to be involved with all artistic and practical aspects of prop acquisition
- Pulling, purchasing, borrowing props
- Identifying, collecting and purchasing all materials needed for props construction
- Developing and perfecting techniques for prop construction



- Constructing or leading others in constructing
- Assisting SM & Run Crew in organizing prop tables and in arranging for pre, during and post-show prop crew responsibilities.
- Other duties as circumstances or needs require.