

## **PROPERTIES ARTISAN**

The Properties Artisan is responsible for acquiring and organizing all props, whether pulled, bought, built or rented.

### Prerequisites for Props Artisan:

- Must have taken the following classes:
  - Foundations of Design
  - Stage Properties: Design and Construction
- Must first assist a props artisan OR scenic designer on a production

### **Responsibilities**

- Familiarize yourself with the script
- Meet with the Director and Scenic Designer to compile a preliminary props list
- Provide research as requested
- Create a list of all properties; include how they will be used in each act or scene and how they will be acquired (whether pulled, bought, built or rented)
- Work with the Stage Manager or ASM to organize props and to prepare prop cabinets/tables
- Obtain a list of rehearsal props from the Stage Manager, pull them, and store them in their designated cabinets
- Acquire/build all props required for the production; refurbish, paint, and re-construct them as necessary
- Follow correct purchasing procedures; keep all receipts and submit them to the Technical Director in a timely manner
- Keep a record of all transactions (purchases, loans, etc.)
- Meet with the Director and Scenic Designer periodically to confirm appropriateness of selected props. A minimum of two meetings is recommended
- Compile all real props for use by the first technical rehearsal
- Supervise the props running crew at all technical rehearsals
- Supervise strike of production props immediately following the last performance
- Make sure props are properly stored and/or returned after strike
- Maintain the cleanliness and organization of the props loft and all affiliated storage facilities

### **Participation**

- Weekly production meetings
- Periodic meetings with the Director and Scenic Designer
- A minimum of two run-through rehearsals to better understand prop usage
- Technical rehearsals
- Strike

Any release from these assigned tasks must be approved by the faculty advisor in advance.

