Properties Assistant

The Properties Assistant assists the Properties Master in acquiring all props, whether pulled, bought, built or rented.

Responsibilities

• Familiarize yourself with the script
• Provide research as requested
• Help keep a record of all transactions (purchases, loans, etc.) for each production
• Meet with the Director, Scenic Designer and Properties Master to confirm appropriateness of selected props. A minimum of two meetings is recommended.
• Help pull rehearsal props; some may require minor building and assembly
• Help acquire/complete all props for the production; refurbish, paint, and re-construct then as necessary
• Assist in the transfer of properties and rehearsal properties to assigned spaces.
• Help the Properties Master to organize props and to prepare prop tables for tech and the run of a show
• Assist with maintaining the cleanliness and organization of the props shop and all affiliated storage facilities.
• Assist with the strike of production props immediately following the last performance.
• Make sure props are properly stored and/or returned after strike
• Reserve the shop truck in advance for use in obtaining, transporting, and returning properties.

Participation

• Periodic meetings with the Director, Scenic Designer and Properties Master
• Technical Rehearsals
• Strike