

Props Assistant

As a member of the pre-production crew, you will be a crucial and integral part of the production team. This sheet is intended to help you understand the typical duties of the position – it is not intended to be comprehensive, and the Props Supervisor, Set Designer, Technical Director or Director of Production may have other specific assignments for you.

The Props Assistant is responsible for assisting the Props Supervisor in the procurement of theatrical props and effects according to specifications provided by the Set Designer, subject to ultimate approval by the Director.

Duties specific to the Props Assistant include:

- Reading the play and working with the Props Supervisor, Stage Manager, Director, and Set Designer to generate a list of props for the production.
- Being responsive to emails and communicating regularly and promptly with Props Supervisor, Stage Manager, Production Manager, and others as appropriate.
- Reading and replying to daily rehearsal reports.
- Attending the first rehearsal and design presentations, plus other rehearsals as scheduled during the rehearsal period.
- Working with Props Supervisor and Stage Managers to pull rehearsal props from stock during the first week of rehearsals.
- Attending production meetings.
- Carrying out research, shopping and borrowing runs, and build projects as assigned by the Props Supervisor.
- Researching and obtaining rental quotes for appropriate items.
- Preparing the props table and backstage storage areas before the first tech rehearsal.
- Attending half of the scheduled tech hours, or as mutually agreed with the rest of the props team.
- During strike, clearing the prop table, staging stock props for reshelfing, sorting and packing rental equipment for return, and other tasks as assigned by the Props Supervisor, DoP or TD.

To successfully complete the practicum, the Props Assistant performs a minimum of 48 hours of work over the six-weeks of production period, scheduled collaboratively with the Director of Production. A few additional hours are sometimes required over and above the minimum to successfully complete all assigned tasks.

The Props Assistant reports to the Director of Production and is registered under THTR UN2427 Practicum Design Assistant.

Each Production Practicum is a graded course. Students are evaluated at the end of the semester by the staff and faculty, who consider the student's promptness, preparedness for work, execution, initiative, and follow-through. Lateness to any rehearsal or work call has the potential to impact the final grade.