



Props Manager – Job Description

Pre Rehearsal

- *Read the script and any props list that maybe included*
- *Check your availability for the show run*
- *Find out your budget from the executive committee. Anything you buy will be reimbursed by the treasurer by bank transfer – just remember to keep the receipts!*

During Rehearsal Period

- *Attend as many rehearsals as possible as the more you know the show the easier it is during the run and it is also a great opportunity to socialise and get to know the cast and crew.*
- *The Deputy Stage Manager (DSM) 's rehearsal reports will help you see what props the director doesn't want to use that are in the script, or that they want to add in, as well as when and where they are used.*
- *Speak to director to check what they want the props to look like to fit in with their vision of the show (e.g. if you need swords, then what style of sword)*
- *Visit the COS props and costume store to see what we already have*
- *Decide what can be made, what needs borrowing or hiring.*
- *Check with the Business Manager who is going to be on your props team for the show run and who might be able to help with making props.*
- *Check with Stage Manager/Business Manager what props are included in the set hire*
- *Contact other societies or theatres about borrowing or hiring props. Ask the Secretary for information on what groups we have ongoing loan agreements with already.*
- *Discuss with the cast what props they will be using and who will bring them on or off. The cast and crew Facebook group can be useful to ask questions and give them information.*
- *Begin to create track sheets for the show to show when and where props go on and offstage and who is moving them to where they need to be.*
- *Invite your team to attend a run-through of the show before getting into the theatre*
- *Buy any consumables that are needed (food and drink)*
- *Collect props that are being borrowed or hired*
- *You may need to write a separate risk assessment for some props (e.g. glass, replica weapons). Ask the executive committee for assistance with this.*
- *There will be plenty of people at the rehearsals with years of experience on shows and props who will be able to answer any questions you may have!*

Get In

- *Get all the props to the theatre*
- *Set out and label up areas where props will be backstage*
- *Help with other departments where needed*
- *Steel-capped shoes are required for helping at get-in/get-out.*

Technical Rehearsal

- *Put any markers on the stage for placement of any furniture that is being used if this is classed as props rather than set*
- *Ensure any props are pre-set before the start of each act*
- *Ensure all personal props are with the cast*
- *Make any notes during the rehearsal – amendments to tracks etc*
- *Stop the rehearsal if there is a technical issue with props*
- *Dispose of food and drink items and wash up*

Dress Rehearsal

- *Make any adjustments necessary after the tech rehearsal. Reset before the start of the dress*
- *Aim to run the show as close to performance conditions as possible*
- *Reset for the 1st Performance*
- *Make notes of any changes and update track sheets*

Show Run

- *Check everything props-related is ready before the start of each show and liaise with stage manager before opening the house to the audience.*
- *Collect and dispose of consumables*
- *Wash up*
- *Reset for next performance*
- *Ensure props are properly stored in between performances as per risk assessments*
- *Complete any running repairs*

Get Out/Post Show

- *Collect all props and return to the store or to whoever they were hired or borrowed from.*

Useful Tips:

- *Keep a record on your props list of the source of all your props ready for returning them at the end of the run.*



- *Have good communication with the Deputy Stage Manager, Stage Manager and crew*
- *Remind cast that they must not fiddle with props or remove them without your knowledge and if something needs repairing to tell you ASAP so it can be done.*
- *Label all consumables as COS/CO2 so they are not removed or thrown out by mistake, especially anything being kept in a fridge.*
- *Anything eaten or drunk on stage must be fresh for every show*
- *All cups, glasses, plates etc that are used must be washed after every performance.*
- *Paper Props – letters, documents etc – if it is torn up onstage then ensure you have enough copies for every performance including the dress and tech rehearsals. Always have backup copies for anything that starts to look tatty on stage.*
- *Charity shops are often useful for sourcing props.*
- *Websites like Pinterest and YouTube can help when making props*
- *You will need all black clothing when backstage*
- *Don't be afraid to ask for help!*