



Theatre UNI

PROPERTIES



CREW



PROPERTIES CREW

HANDBOOK

August 16, 2023

GENERAL RULES AND REGULATIONS

PROPERTIES/PROPS LEADER, PROPERTIES ASSISTANTS, PROPERTIES CREW members on shows or assigned to props are required to comply with all the rules herein noted.

JOB DESCRIPTIONS

- PROPERTIES LEADER is responsible to the Scenic Designer and works directly with the Scenic Designer to accomplish all props tasks for a given production.

The PROPERTIES LEADER will work with the Production Technical Director, the Production Manager, the production's Stage Manager or their designate to pull rehearsal props as soon as possible to support the rehearsal process.

The PROPERTIES LEADER OR PROPERTIES ASSISTANT will work with the stage management team to organize props cabinets for ease of use and to keep order.

The PROPERTIES LEADER and/or a designate is responsible for pulling, buying, constructing, renting props for the production.

The PROPERTIES LEADER or a designate will create and maintain the Primary Properties list for the production with the assistance of the stage management team.

The PROPERTIES LEADER works with the Departmental Props Manager during their assignment, maintaining the organization of all prop storage areas, receiving donations of props and maintaining the department inventory. These duties can also be assigned to a props designate as required.

- PROPERTIES ASSISTANT, PROPERTIES CREW members will work directly with the PROPERTIES LEADER and complete duties as assigned. PROPERTIES ASSISTANTS and crew members report to the Scenic Designer/ Production Technical Director as needed.

PROPERTIES LEADER duties:

- Attend production meetings, all technical rehearsals, and opening night.
- With assistance from assistant stage manager(s) pull necessary rehearsal props.

- Work with Stage Manager and Production Technical Director to map properties shifts.
- Develop a timeline for completion of props for the show.
- Assist stage management in organizing prop tables, prop cabinets, etc.
- The PROPERTIES LEADER with the Stage Manager will be responsible to train props running crew head and/or props crew in proper handling of props as needed.
- Provide secure location for valuable props and weapons in consultation with stage management and Departmental Technical Director.
- Work with Scenic Designer and Production Manager in preparation of consumable props including food.
- Work with stage management to train actors in proper handling, operation of, and if necessary maintenance of props.
- Continually check on the condition of props and maintain/repair props as needed.
- Maintain a properties emergency repair kit as required for the show.
- Maintain the Master Properties List with input from stage management.

- Return rehearsal props, unused or replaced, to proper storage locations with consultation of stage management. This should be accomplished throughout the rehearsal process.
- Return props during/after strike to proper storage locations.
- Return borrowed rented props within one week of show strike if possible.
- Clean up all props areas impacted by the show.
 - Including, but not limited to:
 - Work tables
 - Loft storage
 - Construction areas
 - Rehearsal cabinets
- Maintain awareness of props budget and coordinate spending with Scenic Designer.

PRIMARY PROPERTIES LIST (see end of document for sample)

The Primary Properties List is an organic ever-evolving document tracking requests for props and the process for obtaining the props, (pull, build, buy, rent, or borrow).

This list is maintained and available to Directors and stage management from its creation to show strike.

Definitions

Pull:

Props ready to be used out of the department prop stock. Usually pulled props are first for rehearsal props, however, we do have valuable and nicer props to use as “show props.” These should only be introduced into the tech/dress rehearsals.

Build:

Props that may need to be adapted, modified, built from scratch for a production.

Buy:

Props that cannot be pulled or built must be purchased. This has budgetary impact and must be managed carefully. Purchasing should be coordinated with the Faculty Scenic Designer in charge. Under no circumstances should student Properties Leader spend their own money on props. Cash reimbursements are possible but highly discouraged.

All purchases from internet sources must follow University purchasing guidelines.

Rent:

Occasionally specific props (usually historical or antique) may only be available as a rental. Sometimes weapons fall into this category. Returning in proper time is essential as overdue charges can occur.

Borrowing:

This option should be avoided if possible. Props can get treated poorly. Borrowed props from individuals might have sentimental value to the owners.

Lost or damaged props can lead to a bad reputation for both the borrower and UNI which may impact future productions.

Departmental Props Manager

The Departmental Props Manager position is a departmental scholarship with an hourly expectation.

Scheduled hours will be coordinated with the Faculty Supervisor.

The Departmental Props Manager will keep regular work hours and coordinate those hours with the Faculty Supervisor and Department Technical Director through whom student prop requests are typically channeled.

The Departmental Props Manager will maintain a timesheet with documentation of daily work efforts in order to track activities for future evaluation of the position.

Frequently props are donated to the Department of Theatre these props need to be placed in proper storage. It is the Departmental Props Manager's responsibility to work with the Faculty Supervisor and/or Department Technical Director to find suitable storage.

The Departmental Props Manager will have access to prop storage areas in the Strayer-Wood Theatre. Access to off campus venues will need to be arranged with the Faculty Supervisor.

- Areas in which props are maintained:
- Props Loft in the Scenic Studio
- Mezzanine Props closet in the Strayer-Wood Main house
- Some prop chairs are located in the Trap room hanging from the ceiling
- The Boutique (located on the outer road along Hudson Road South of 27th Street)
- The Warehouse (Located on the outer road along Hudson Road south of 27th Street)

Department students (only) are allowed to check-out props for classes during specifically arranged times weekly. This time may be varied across semesters depending upon the Department Props Manager schedule.

- Exceptions:
 - Students are not permitted to check out or use departmental weapons in any class or project.
 - o (please refer them to the Department Weapons Policy and the Department Technical Director)
 - o Rules regarding use of weapons also apply to personal props brought in by students.

- Students are not permitted to use many of the props located in the Mezzanine Closet. Those should be reserved for production only. Access to specific props may be granted with advance requests directed toward the Faculty Designer.
- Props located in the two off-campus locations must be approved first by Faculty Designer and Technical Director prior to moving to the theatre. Moving said props must be arranged by the user as there is not a vehicle to be used in transport.
- Modifications (including painting) to props **MUST** be approved by the Faculty Designer prior to alteration in any way.
- All props borrowed by students are to be checked out and returned by contracted date. Any props not returned in a timely manner will result in the student being denied future access to props.