



## JOB DESCRIPTION

**PROPS MASTER/MISTRESS** – Responsible for designing and securing all stage properties needed for each character in show

Key duties include:

- Work with director to understand his/her vision and needs related to time period or other limitations
- Determine needed props for each show considering script, time period of show, and usage of props
- Work with producer to communicate budgetary needs and work within the assigned budget
- Collect all receipts for expenses and turn in to producer
- Contact props manager for access to Hershey Area Playhouse's prop inventory located in our storage barn
- Work with producer as necessary to find alternate sources of props if unable to find what is needed
- Work with producer and director to establish schedule of expectations; ensure props are ready according to schedule
- Work closely with each actor to develop understanding of usage of any special props
- Work with stage manager and props crew to explain and develop mechanics of running the show, including setting up prop tables and assigning specific tasks to each crew member
- Strike all props at end of show and return Hershey Area Playhouse prop shop or place of origin