

Central Alberta Theatre

Position Description

Head of Props

The Head of Props' Role

The Head of props for CAT's Studio Theatre productions will be in charge of rehearsal and show props owned by CAT or used for CAT productions. The position will also be in charge of all rentals/loans of CAT props to other performing arts groups and of overseeing the use of CAT's workshop as it pertains to prop construction.

The props head will work in conjunction with a props volunteer (or volunteers) recruited to work on each production.

Reporting

The props head takes direction from the director of each production and from the Production Manager or Vice President – Productions as appropriate and as detailed in this document.

Etiquette

Theatre volunteers commit to behavioral etiquette throughout their time with the production in order to show respect to the stage manager, the play, the actors, the audience, and CAT:

Overall

- I shall look upon the production as a collective effort demanding my utmost cooperation. Hence, I will forgo the gratification of ego for the demands of the play
- I will **always** treat everyone who is a part of the production with respect and dignity (i.e. the actors, stage manager, director, production manager, Vice President – Productions, designers, technicians, etc.)
- I will not mistreat, direct or put unnecessary strain on my fellow volunteers because it can lead to miscommunication, hurt feelings, tension, broken trust and anxiety. I do not want this to happen

- I will not arrive for my volunteer work under the influence of any drugs or substances for this will automatically remove me from the production

During Tech Week

- I shall accept the stage manager's and the production manager's direction in the spirit in which it is given for s/he sees the production as a whole and my role as a portion thereof. They have the authority to direct minor set design changes/alterations if there are safety issues.
- I will respect crew members/actors that are focusing on the needs of the production (i.e. avoid interrupting actors if they are rehearsing lines, stay out of the way of working crew members that are setting up furniture and/or props, etc.)

Duties

On-going

- Become familiar with the written board-approved policies and procedures as they relate to CAT productions (especially Props, Section 6.9.5) and follow them
- Maintain a written inventory of CAT's in-stock props
- Be available for props selection at reasonable times during the theatre season
- Keep in-stock pieces organized and in useable condition (clean, repaired)
- Keep the props room clean and organized throughout CAT's theatre season
- Share the vision and mission of CAT

Pre-Production

- In July, obtain a copy of the script from the Production Manager and read it a few times to get a feel for the flavour of the production and to make notes on specific prop requirements
- In July, the Vice President – Productions will ensure you receive from the director a write up that contains the director's vision, tone and message for the production, a rehearsal schedule, and that you receive from the Production Manager a production schedule
- Attend the first production meeting, scheduled by the Production Manager, prior to the first rehearsal of each production. At this meeting the director will share their vision and message with the Production Manager, the VP productions, the VP Marketing & Communications, and the production heads (Stage Manager, Set Designer, Lighting Designer, Sound Designer, Set Decorator, Head of Props, Head of Costumes, Head of Painting). Be prepared to ask questions of the director about their intent for style, tone, etc., or, if you have a lot of detailed questions, work with the director to schedule a follow-up meeting early in the rehearsal process
- At this meeting the director will also discuss design elements, expectations and timelines as outlined in the production schedule circulated in July. The Production Manager will circulate a budget for discussion. The VP Productions will explain CATena and the expectations of presenting a finished piece.
- Coordinate with the other members of the design team to ensure the props are consistent in style, mood, etc., with the other design elements
- Ensure props expenses are in line with the budget prepared by the Production Manager. Whenever possible, utilize CAT's existing props stock
- Coordinate props borrowing with the Production Manager or the Vice President – Productions (selecting, transporting, handling)
- Procure necessary supplies for prop construction based on need and budget

- Provide rehearsal and show props for each production in conjunction with the volunteer props person of each production and as approved by the production's director.
- Oversee the use of CAT's workshop as it pertains to prop construction
- Keep the Production Manager informed of any unexpected issues that will affect readiness, quality, functionality, etc.
- Take direction from Production Manager if there are safety issues that mean the props design or selection must be altered or redone

During Production

- Make any needed repairs to the props during the run of the production if requested by the Production Manager, Stage Manager or Vice President – Productions

Post Production

- Return the props used for each production to their appropriate place in the props room or to their owners, in clean and repaired condition
- Participate in a post-production evaluation process, set up by the VP of Productions as soon as possible after the show closes, for all production heads to contribute information/feedback on what production elements went well and what improvements could be made
- After analysis of the post-production data gathered, the routine of subsequent shows will be adjusted if necessary by the Production Manager to incorporate any changes needed to optimize the volunteer experience and the presentation of CAT shows.

