Keizer Homegrown Theatre
PROP DESIGNER
JOB DESCRIPTION & DUTIES

This person is responsible for designing and securing all stage properties needed for each character in the show.

PRE-PRODUCTION
1. Meet with director to understand his/her vision and needs related to time period or other limitations.
2. Starting with the director's list, identify needed props considering script, time period of show, and usage of props.
3. Work with producer to communicate budgetary needs and work within the assigned budget. Request a petty cash fund if necessary. Rule of thumb, spend what you must but never more than you absolutely have to. Beg, borrow or steal it first.
4. Recruit a crew to help find props and to work backstage during the show.

DURING PRODUCTION
1. Establish ongoing communication with the stage manager. Props will be added and subtracted all through the rehearsal process.
2. Attend first rehearsal with a list of props. Actors frequently have what is needed, so check with them before making purchases.
3. Provide necessary rehearsal props ASAP. Bring them to the first rehearsal if possible.
4. Establish a backstage storage space and start collecting. Coordinate with the stage manage to decide which props are usable for rehearsal.
5. Work with each actor to develop understanding of usage of any special props.
6. Develop a prop log, preset list, and running list.
7. Keep a log of borrowed items with contact information and promised return date. Pictures are helpful.
8. Collect all receipts for expenses and turn in to stage manager with a reimbursement sheet.
9. Create a preshow & intermission checklist.
10. Ensure props are ready according to schedule. Everything should be in place two weeks before opening at the latest.
11. Provide prop crew with supplies for prop repair.
12. Prop crew is responsible for the upkeep, repair, cleaning, and running of all props and consumables during the run of the production.

POST-PRODUCTION
1. Supervise the prop strike and insure that everything is returned in good order to KHT prop storage or place of origin.

THINGS TO GO IN PROP FOLDER
1. Reimbursement sheets
2. Printing information

3. Prop resource list
4. Prop breakdown
5. Prop log
6. Prop plot
7. Prop preset
8. Prop request
9. Prop running list
10. Rental agreement
11. Rental log