TOWN HALL ARTS CENTER

Properties Designer position

Position: Properties Designer
Reports to: Production Director and Executive Director
Contract and paid position
Recruitment ongoing

The Props Designer is responsible for obtaining all props needed for the production. They also work with the Stage Manager in gathering appropriate rehearsal props early in the rehearsal process. They may also be called upon to help the Set Designer dress the set.

RESPONSIBILITIES:

- Depending on the production's needs, the Props Designer/Manager will pull from storage, purchase, and/or construct the props for the production.

- The Props Designer will maintain and fix props through out the run including upkeep on perishables.

- The Props Designer will the script and draw up their own prop list. This list will be amended by the Director and will probably change during the process.

- The Director and the Props Designer will determine and the props designer will have a clear understanding of what will be the responsibility of props (instead of costume or set pieces). With the list should be a priority of when each final prop is needed. Props that actors need to rehearse with a lot for timing should be obtained early on. The latest all props should be finished and ready for use is the first technical rehearsal.

- The Props Designer should be aware of the production budget and be able to give a budget report at production meetings. The Props Designer should adhere to the budget for props. He/She will need to decide what will need to be purchased, whether it's the actual prop or materials needed to build a prop. It is important to allow for props that need to be replenished, such as food or fresh flowers.

- The Props Designer should use Town Hall Arts Center's prop storage units as much as possible.

- It is the Props Designer's responsibility to set up the production's prop storage and tables. Their placement will be determined by the Props Designer, Stage Manager and Technical Director.

- Even though the Props Designer does not have to attend every rehearsal and performance, they need to be aware of the use of each prop and the

location of each prop that is preset on stage. It will be part of their duty to help train the crew that will be running the performances.

- The Props Designer needs to attend all Tech/Dress Rehearsals and should check in with the Stage Manager each day of the run of the production. They may need to replace or fix broken props.

- The Prop Manager needs to return all props to their proper places immediately after the production.

Interested? Please send your resume and theater background to:
Cheryl McNab, Executive Director, cmcnab@townhallartscenter.org