RESPONSIBLE TO Director during rehearsals

Stage Manager during performances

ROLE

1. To procure all properties needed for a production.
2. To ensure that cast members have personal props before going on-stage
3. To ensure that stage props are correctly set for each performance.
4. To assist with scene and costume changes if props duties allow.
5. By agreement with the Stage Manager, Role elements 2., 3. and 4. can be assumed by the Stage Manager and/or backstage assistants.

DUTIES

1. Attend the production meeting, convened by the Production Services Manager, in order to ascertain the director's requirements in respect of properties and to be advised of budgetary constraints.
2. Provide rehearsal props by the date required by the director.
3. Replace rehearsal props with performance props as soon as possible but no later than by the first technical rehearsal.
4. Attend as many rehearsals as possible for familiarisation with the positioning and movement of props and with scene and costume changes.
5. Arrange for the purchase and preparation of any consumable or perishable props
6. During the run ensure perishable food remains fit for consumption and is replaced when necessary in consultation with the Stage Manager
7. Attend “Pack Out” the Sunday morning after the production closes to remove and return props.
8. Accept responsibility for returning any borrowed items to their owners and for replacing theatre props in the Props Room.
9. Comply with current Health & Safety Policies and Procedures