

**ASSISTANT PROP MASTER**  
**Job Description/Duties and Responsibilities**

**Overview:**

The **Assistant Prop Master** assists the Staff Prop Master in all duties and responsibilities as needed. They are responsible for getting and overseeing the gathering and organization of all rehearsal props. The APM will work closely with the stage management of each production, as well as the show's Production Stage Manager. The APM will help create and maintain all renewable props during production runs, e.g. foodstuffs, blood, etc.

*These are some of the activities the APM might be involved in:*

**1. Helping maintain the prop database**

This involves taking digital pictures of our current prop inventory and adding them to our online database.

**2. Researching period items**

Each production has its own historical context that we need to be aware of. The ideas of the set designer, as well as the safety of the actors and handling of the object, will need to be researched and taken into account when procuring or building props.

**4. Making props**

This involves a variety of skills. In the past, students have gotten to weld steel, solder electronics, do molding and casting projects, sculpt items from foam, paint, tape artificial leaves onto tree branches, sew feathers onto a fake chicken, make a baby skeleton, upholster furniture, create unique paper props, do some woodworking, deconstruct a washing machine, and many other interesting projects. No prior knowledge is necessary, just a positive attitude and a willingness to try new things.

**5. Finding props**

You may be asked to hunt in unusual places, pull things from the trash, find out ways and strategies to acquire odd things, and generally think of clever resources to procure objects needed for productions.

**6. Organization & Communication**

The Assistant Prop Master works with guest artists, stage managers and production personnel to realize the prop needs of each production. It is a position which requires good organizational abilities and diligent and excellent communication skills. This is important not only for following prop lists, but equally for keeping track of the needs of the production as it develops, of switching out rehearsal props with "real" props as they become available, of dealing with the myriad of last-minute details and changes that occur, and of communicating between various production stakeholders in the prop process. Be aware that there will be some evening/non-

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traditional hours required of the APM, as well as weekend work. The hours are flexible enough to accommodate most of your current commitments.

Finally, at the end of each show, a prop strike occurs, where borrowed and loaned items are returned, props are restocked in the prop room, and prop cabinets and locations are cleaned and returned to pre-production condition. The APM must be available to attend these strikes.

**Conclusion:**

The Assistant Props Master should be someone who is flexible in terms of time and ability; someone who works well under pressure; someone who is organized and resourceful, and someone who can assume significant responsibilities and meet deadlines. You will develop valuable skills and abilities, both intellectual and practical.