

Black Hills Community Theatre
Prop Designer Job Description

Before rehearsals begin:

- Thoroughly review script
- Research period and location
- Meet with Director to discuss director's vision and to get details specific to your production
- Attend initial production meeting
- Begin creating prop list

During the rehearsal period:

- Attend weekly production meetings
 - o Share status report on props
 - o Take notes of any requests or changes
- Check rehearsal report for changes and additions
- Attend designer run rehearsal
- Coordinate with BHCT staff throughout rehearsal time
- Assist with pulling rehearsal props as needed
- Pull/Purchase/Build needed props
- Create prop plot (this document lists all props and when and where they come on and off stage, and where they are set at the top of the show)

During Tech Week:

- Tape out and label prop table(s)
- Attend Q2Q if needed for special effects
- Be available for technical support (if needed)
- Attend tech rehearsals and execute notes from director

Post Show:

- Return any loaned items
- Assist actors in returning props to the appropriate place in prop storage