



PRODUCTION TEAM POSITION DESCRIPTIONS

PROPS CO-ORDINATOR AND TEAM

Reports to the Production Manager

Supervises props assistants (where appointed)

1. During the pre-production period, read the script and prepare a working [Master Props List](#) that includes pre-set, entry and exit instructions for each prop
2. On the Master Props list, identify which items will be bought, borrowed, built/made and which will come from the BTC props storage room. Maintain accurate records (including photographs) of props.
3. Delegate sourcing/building as required
4. Collect props (or proxies) so that cast can practice with them early
5. Set up props table in the rehearsal room
6. Attend all production meetings
7. Prioritise use of available resources and stay within budget
8. Organise the collection and return of borrowed equipment, furniture, props etc.
9. Attend rehearsals, technical rehearsals and dress rehearsals
10. Complete the post-production feedback survey in a timely manner

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