

General Responsibilities and Expectations for Student Properties Head / Crafts persons

The faculty and staff encourage you in your efforts to learn how to be an excellent props designer/craftsperson and want you to know that if you are selected, we have every confidence in your ability to succeed.

This is an extremely time consuming, at times tedious (sometimes frustrating), AND highly rewarding position. For a positive experience we would ask you to read this document carefully.

When possible lead design/crafts positions are determined in the spring of each year for the following academic year. To be considered you must meet the following requirements. *

1. Taken Stagecraft and passed with B or better
2. Completed Practicum I.
3. Demonstrated an ability to meet deadlines and work as a collaborator.
4. Read and agreed to the terms of this document.

The following guidelines are set forth to help you to be successful. Failure to comply with any of these could result in being relieved of your responsibilities as Designer/Craftsperson of Record, removal from your position, diminution of your grade in the coursework or all three.

1. In all instances, you must maintain a 2.5 Cum GPA in your prior semester or you will not participate in any Theatre Arts production the following semester.
2. Credit must be obtained under THEA 212 Intermediate Tech. Production.** You and your supervisor depending on the scope of the task determine the number of credits. You must read and adhere to the guidelines set out in the props designer/craftsperson policy booklet.
3. If you are selected for a Studio or Main stage production you must curtail all outside work over 12 hours per week, and those hours must NEVER interfere with any of your duties and responsibilities related to the production on which you are working. The type and hours of your outside work need to be discussed with your supervisor. If you are a paid assistant in any shop you may not accomplish your work during your shop hours unless approved by the shop supervisor.
4. It is imperative that all deadlines be met. At the beginning of the process, usually 2 –3 months before performance, a calendar will be provided with a work schedule, dates and deadlines noted. Any negotiation about dates in this calendar will be made at that time.
5. During the design phase you are expected to be working with the director and designer on a daily basis. All of your documents and graphics will be stored on the design computer in the design studio.
6. During the design phase of the production you are expected to be ready for the 1st Production Conference by reading the script and formulating an initial properties list. You should consult with the director and stage manager before this time.
 - 1st Production Conference: Script analysis and research, present initial props list
 - 2nd Production Conference: List of rehearsal props to be provided.
 - 3rd Production Conference: Refined props list with detailed description or pictures of props.
Drawings of properties for the scene shop construction
 - 4th Production Conference: Revised detailed props list and progress report
7. You must understand that there will be times you are expected to work at night and weekends. Properties/craft is a very labor-intensive endeavor. You are expected to be at:
 - All production meetings
 - All technical meetings
 - All technical rehearsals
 - Each day during the technical and dress rehearsals periods
 - Strike (and after if necessary to complete all return commitments)
8. You are expected to be punctual for all calls and appointments. If you are going to be late – CALL. Pertinent phone numbers will be given to you when you accept an assignment.
9. COMMUNICATION IS VERY IMPORTANT. KEEP THE LINES OF COMMUNICATION OPEN and this will be a positive and rewarding experience. You should communicate with your supervisor daily. You must communicate with your director and stage manager at least three times a week.
10. You must read and understand the Properties Policies pamphlet that is acquired from the technical director/production manager.
11. You are expected to maintain the properties budget weekly on the computer in the design studio, and retain all receipts for properties bought or rented. Failure to do so will result in forfeiture of reimbursement for over runs in the budget. Always notify your supervisor if over runs appear to be possible or necessary. You may not make these decisions unilaterally. Failure to consult with your supervisor may result in forfeiture of reimbursement.
12. You must reconcile the budget and turn in all receipts no later than a week after the last performance of the production. Failure to do so will result in a diminution of your grade and may result in the denial of your request for reimbursement of funds spent.

13. Assistant Crafts persons are responsible to help the designers with any construction and gathering of props. You will meet with them and your supervisor twice a week and determine these needs. Credit is available under THEA 0010 or THEA 212.

*(Exceptions to these are on a case-by-case basis):

**If significant design is involved then credit under a different course title might be appropriate.

Properties Designer/Artisan Acknowledgement

I have read and understood the requirements and responsibilities for my position as:

- Props Designer
- Props Head/ Artisan for

Production:

Signature

Date: