



JOB DESCRIPTION PROPERTY MISTRESS/MASTER

The Property Mistress/Master (“Prop Master”) will possess the ability to create and build Props that helps create the mood for the actors’ performances and conveys a message to the audience as a visual aid. The Prop Master confers with the Director regarding interpretation and prop requirements. He/she must possess excellent communication and organizational skills, must be self –motivated, efficient, and creative.

The following are the duties and responsibilities of the Prop Master:

- CTOC Administrator will provide the script to Prop Master. The Prop Master will read the script and become familiar with it prior to the production meeting.
- The Prop Mistress/Master will participate in a production meeting prior to auditions. The production meeting will be attended by the Director, Assistant Director, Musical Director (for all musical shows), Set Technician, Costume Designer, Prop Master, CTOC’s Administrator and the 1st Vice President of CTOC’s Board of Directors (or the 1st Vice President’s Designee).
- Within 30 days of receipt of the Script and no later than 3 days following the first production meeting, the Prop Master shall notify CTOC’s designated contact of any additional needs they feel are required for the production that have not been addressed.
- The Prop Master will determine the specific prop needs as outlined in the script and design a prop plot/spreadsheet appropriate for the show.
- The Prop Master will, as needed, chair a meeting of the prop crew at which time a detailed work schedule and gathering plan can be made.
- The Prop Master will maintain a list of volunteers and contact information that routinely work on the prop crew.
- The Prop Master is responsible for providing to CTOC’s Company Administrator a listing of any individuals or entities that should be listed in the show program for acknowledgement and/or appreciation.

- The Prop Master is responsible for supervising the property crew in the making, gathering, borrowing and placement of all props that meet the design requirements of the show.
- The Prop Master is responsible for ensuring that all necessary props for a given production are completed by the first Dress Rehearsal. This is generally Tuesday of Tech week.
- The Prop Master is responsible for creating a property table at the performance venue and setting it up with the props. The Prop Master is also responsible for ensuring the props are stored at night as necessary.
- The Prop Master must attend all dress rehearsals and be available to make repairs or changed to any props that are needed during rehearsal week.
- The Prop Master is to work within the allotted budget and make purchases that are necessary to complete the prop plot of the show. All receipts must be provided to the CTOC Treasurer.
- The Prop Master is responsible for ensuring all props are removed from the performance venue at the end of the last show. The Prop Master is also responsible for ensuring that within 2 weeks after the last performance and strike of the set, the prop pieces are not only returned to the CTOC workshop, but the prop area is organized and cleaned.
- The Prop Master is responsible for returning any rented or borrowed prop pieces to their rightful owners.

During the production, the Prop Master's contact for all issues related to the production is CTOC's 1st Vice President (or their Designee). The Prop Master will be compensated in the amount of \$500.00 on Saturday of the show performance.

EQUAL OPPORTUNITY EMPLOYER

CTOC is an equal opportunity employer. CTOC's policy is to afford equal employment opportunities to qualified individuals without regard to race, color, religion, national origin, ancestry, citizenship, marital status, veteran status, physical or mental disability, sex, sexual orientation or age and to comply with applicable laws and regulations. All employment decisions will be consistent with the principle of equal employment opportunity.