



JOB DESCRIPTION PROP MASTER

PROP MASTER'S RESPONSIBILITIES: The Prop Master shall be responsible to CTOC for design of the props for given production. Such responsibilities shall include, but not be limited to, the following activities:

- Participate in a production meeting prior to auditions. The production meeting will be attended by the Director, Assistant Director, Set Technician, Costume Designer, Prop Master, CTOC's General Manager.
- Within thirty (30) days of receipt of the Script and no later than three (3) days following the first production meeting, the Prop Master shall notify CTOC's General Manger and/or 1st Vice President, 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 is responsible for providing a listing of any individuals or entities who should be listed in the show program for acknowledgement and/or appreciation to CTOC's General Manager.
- The Prop Master is responsible for ensuring that all necessary props for a given production are completed by the first Dress Rehearsal.
- 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 changes 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 two (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.
- If an Apprentice Prop Master is identified, Prop Master will work with the Beyond the Stage CTOC Board Advisor to create tentative schedule & position summary to ensure CTOC policies are followed, and expectations are mutually agreeable.

The Prop Master will be compensated in the amount of \$650.00 to be paid during tech week.

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.

