



POSITION DESCRIPTION: Props and furnishing coordinator

HOURS: Estimated Minimum 50 hours/production

General Accountabilities

The props coordinator is responsible for sourcing all props and furnishings and is responsible to the stage manager and director.

Specific Duties

- Collaborating with stage manager and set designer
- Preparing a props list and getting input from director on look of props
- Pulling from PTP storage, building, borrowing, and/or renting props or furnishings based on drawings supplied by set designer and requirements of director
- Attending production meetings
- Supplying rehearsal props and/or furnishings
- Attending rehearsals as needed
- Attending load-in and set-up, dress rehearsals, etc.
- Arranging to replenish or repair props and/or furnishings during the run
- Working within a budget
- Attending a post-production meeting to review to discuss what went well and what could be improved, as input to a Post-Production Report coordinated by the Producer.

Borrowing props and furnishings

It's important to treat any borrowed prop with care and to return it promptly after the production. It's also important to make sure acknowledgement is made in the program.

PTP has an arrangement with Crossway Community Thrift that allows us to borrow items from their store.