

UB Props Department Student Guidelines

UBTHD Professional Props Artisan Chantal Calato: ccalato@buffalo.edu

Student Department Props Master, Student Department Assistant Props Master

- Read script, create prop list
- Anticipate “extra-ordinary” props required by the script
- Maintain active communication with UBTHD Professional Props Artisan and Warehouse Assistant
- Maintain safe work practices and organization of the props warehouse including glass storage area
- Must attend props load-in, when actors move to the stage
- When necessary, lead crafting projects during your lab time and at arranged work calls
- When time allows, participate in warehouse maintenance projects during your lab time
- Participate in shopping trips

Student Department Props Master

- Attend production meetings for drama and musical
- Finalizes props list with the director/choreographer, designer, and stage manager
- Create props show bible including research (what it looks like) and detail drawings; attention to period detail when necessary (fact checker); Support the set designer’s vision
- **Manage the fabrication of all props and/or fabricate props; make props build schedule**
- Researches techniques/materials under the mentorship of UBTHD Professional Props Artist
- Attend tech rehearsals for drama and musical productions
- Must attend strike

Student Department Assistant Props Master

- Attend production meetings for drama and musical, when available
- At the request of set design mentor, attend tech rehearsals for drama and musical
- Must attend strike