

Central Alberta Theatre

Position Description

Props Volunteer

The Props Volunteer Role

The props volunteer for CAT's Studio Theatre productions will look after props for the duration of a particular production. The position will be in charge of the management of rehearsal and show props used for the particular CAT production, once these have been identified by the director and Head of Props. The position might also help the Head of Props with the creation or purchase of props needed for the production.

Reporting

The props volunteer takes direction from the Head of Props and from the Production Manager or Vice President – Productions as appropriate and as detailed in this document.

Etiquette

Theatre volunteers commit to behavioral etiquette throughout their time with the production in order to show respect to the stage manager, the Production Manager, the play, the actors, the audience, and CAT:

Overall

- I shall look upon the production as a collective effort demanding my utmost cooperation. Hence, I will forgo the gratification of ego for the demands of the play
- I will **always** treat everyone who is a part of the production with respect and dignity (i.e. the actors, stage manager, director, production manager, Vice President – Productions, designers, technicians, etc.)
- I will not mistreat, direct or put unnecessary strain on my fellow volunteers because it can lead to miscommunication, hurt feelings, tension, broken trust and anxiety. I do not want this to happen
- I will not arrive for my volunteer work under the influence of any drugs or substances for this will automatically remove me from the production

During Tech Week

- I shall accept the Stage Manager's, the Production Manager's and the Vice President – Productions' direction in the spirit in which it is given for s/he sees the production as a whole and my role as a portion thereof. The Production Manager and the Vice president - Productions have the authority to direct minor set design changes/alterations if there are safety issues.
- I will respect crew members/actors that are focusing on the needs of the production (i.e. avoid interrupting actors if they are rehearsing lines, stay out of the way of working crew members that are setting up furniture and/or props, etc.)

Duties

On-going

- Become familiar with the written board-approved policies and procedures as they relate to CAT productions (especially Props, Section 6.9.5) and follow them

Pre-Production:

- Obtain a copy of the script from the Production Manager and read it through at least once, paying particular attention to the props requirements.
- Find out from the Head of Props the production schedule (the Production Manager will provide this to the Head of Props in July)
- Work under the direction of the Head of Props to secure the needed rehearsal and show props, consistent in style, mood, etc., with the other design elements
- Whenever possible, utilize CAT's existing props stock. The Head of Props will coordinate with the Production Manager or the Vice President – Productions any props borrowing from other performing arts groups (selecting, transporting, handling). Head of Props will also know the props budget amount allocated for the production

- If props need to be constructed, coordinate with Head of Props to procure necessary supplies based on the budget
- Coordinate with the Head of Props for the use of CAT's workshop as it pertains to prop construction
- Keep the Head of Props informed of any unexpected issues that will affect readiness, quality, functionality, etc.
- Coordinate with the Head of Props to ensure a props box is secured for the production, ensure rehearsal props are placed in it, and ensure the readied props box is placed in the rehearsal room before the first rehearsal
- Take direction from Production Manager or Vice President - Productions if there are safety issues that mean the props design or selection must be altered or redone

During Production:

- Coordinate with Head of Props and the Production Manager to make sure the show props arrive at the venue (whenever possible inside the props box)
- Make any needed repairs to the props during the run of the production if requested by the Head of Props, the Production Manager, Stage Manager or Vice President – Productions

Post Production:

- Coordinate with the Head of Props to return the props used for the production to their appropriate places in the props room or to their owners, in clean and repaired condition
- Participate in a post-production evaluation process, set up by the VP of Productions as soon as possible after the show closes, for all production volunteers to contribute information/feedback on what production elements went well and what improvements could be made

- After analysis of the post-production data gathered, the routine of subsequent shows will be adjusted if necessary by the Production Manager to incorporate any changes needed to optimize the volunteer experience and the presentation of CAT productions.

Working Alone

Everyone at CAT will strive to ensure that a volunteer doesn't work alone. If a volunteer must work alone they will take appropriate steps to ensure assistance is available if needed.

When performing a potentially hazardous task

Volunteers will ensure that when performing a potentially hazardous task (climbing a ladder, using any of the shop equipment, etc.) a staff or another volunteer is present. If it's not possible to have someone else present, the volunteer will notify a staff member or another volunteer in the facility when they begin the task, they will have a cellphone on their person during the commission of the task, and they will check in with the other staff member or volunteer when they've completed the task.

