

**Props Lead** Role Description

The Props Lead is responsible for the selection, acquisition, creation, and management of all props used in the production.The person in this role works closely with the director, designers, and stage manager to ensure the vision for the props aligns with the director’s vision, budget and artistic concept. Key duties include maintaining prop lists, tracking, researching, sourcing or building props, maintaining props inventory, & ensuring props readiness for performances.

Key Responsibilities

* **Research & Design:** Read the script to identify props and align with list provided by Director. Research the specific time period and style required for the production.
* **Prop Lists:** Maintain detailed lists of all props needed for each character and scene. Follow up with Stage Manager to ensure accuracy and enhance team work.
* **Budgeting & Timeline:** Ensure that budget provided is not exceeded, and props are developed, completed and ready to go prior to tech week. Provide updates in production lead meetings and gain understanding of any rehearsal props that may be needed.
* **Sourcing & Acquisition:** Purchase, borrow, craft or build as needed, and in alignment with the Director’s vision, time period of the show, and style needed.
* **Organization & Inventory:** Store props, catalog them, and manage their inventory using checklists or spreadsheets to track their location and use.
* **Maintenance:** Repair and maintain props to ensure they are in good working order and look authentic for the show. Provide instruction to actors on care and use.
* **Collaboration:** Liaise with the director, stage manager, sets lead, and costume lead to fulfill prop requirements.
* **Rehearsal & Performance Support:** Provide rehearsal props if needed, and prepare offstage prop tables/bins for performances.

Essential Skills

* **Organizational Skills:** To keep track of a wide variety of items, budgets, and timelines.
* **Attention to Detail:** To find historically accurate & style appropriate props.
* **Budget Management:** To control costs associated with acquiring or creating props.
* **Craft Skills:** For building, painting, & finishing props, or utilizing skills of others to assist.
* **Communication:** To effectively collaborate with production leads and volunteers, and to help foster an environment that is respectful and supportive to all cast and crew, including a routine practice of treating the church space with care and respect. Sept 2025