

RED MASQUERS

DUQUESNE THEATER ARTS

PROPERTIES

Chair Duties:

- Select a props master for each show
 - Be able and willing to fill in for prop masters if unable to fulfill duties
- Schedule and facilitate crews to pull props in the phys plant
 - Obtain key from public safety for 822 5th Ave.
 - Check with technical director before scheduling any crews
- Store props within Genesius Theater for current productions in a designated location with the approval of the technical director
- Ensure that all props are taken back to the phys plant after productions
- Maintain, organize, and clean the phys plant
- Maintain the integrity of the props themselves
- Attend all production meetings
- Review rehearsal/performance reports

Assistant Duties:

- Be able and willing to fill in for prop masters if unable to fulfill duties
- Assist prop masters in the finding and making of props
- Attend all prop crews and help to facilitate them
- Assist in maintaining, organizing, and cleaning of the phys plant
- Attend all production meetings either in place of or in addition to the chair as instructed