**Student Properties Manager/Assistant Stage Manager Application**

**Position Role and Responsibilities:**

The Properties Manager is chosen by the Producer(s) and is in charge of working with the Director to design the props of the show. Props include both functional props and set dressing. The Props Manager will work with the budget given to them by the Producer(s) and Boosters to make, purchase or rent the props for the show. The Props Manager will then work with the grips (if applicable) and the Stage Manager during the rehearsal period to make sure that prop placement is correct for the run of the show. The Props Manager may have assistants chosen by the Producer(s) if necessary to serve at their discretion.

**Initial here to acknowledge duties listed above:**

Initial Here

Basic Information

**Name:** First and Last **Phone No.: (XXX)XXX - XXXX) E-mail:** Click here to enter.

**Grade** (Check one**):** [ ]  **Junior** [ ] **Senior GPA: X.XX Parent’s E-mail:** Click here to enter.

**Which drama class are you currently in?** (Check one)**:** [ ] **Advanced Theatre**

[ ]  **Performance & Production**

**Previous Experience (Please list the title of the production and your role):**

 **Production Role**

Click here to enter text.Click here to enter text.

Click here to enter text.Click here to enter text.

Click here to enter text.Click here to enter text.

Click here to enter text.Click here to enter text.

**Would you be willing to accept the position of assistant properties manager?** (Check one**):** [ ]  **Yes** [ ]  **No**

**Please answer the following questions:**

1. As a prop manager, you are responsible for acquiring all the props for the show. How will you prepare for this role? In other words, how do you prepare a prop list?

Click or tap here to enter text.

1. As a prop manager, you are expected to work with the stage manager/assistant stage manager to reset the stage after every show—a task that can turn out to be quite difficult when items don’t end up where they are supposed to. Often, it becomes your task to instruct actors and crew members on how to properly care for the props. What will you do to ensure that all props begin and end where they should and that they are treated with the proper care?

Click or tap here to enter text.

1. One of the biggest challenges of working in amateur theater (particularly a high school theatre program that is unfunded) is to obtain props on a very tight budget. How do you plan to stay within a budget provided to procure all the items needed for the show?

Click or tap here to enter text.

1. How would you deal with unforeseen problems with actors and/or the production staff? (For example, someone breaks a prop backstage and it is now your job to replace the prop). How do you deal with stress?

Click or tap here to enter text.