

International Alliance of Theatrical Stage Employees

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IATSE LOCAL 52 JOB DESCRIPTION

Job Title:	Prop master
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Job Description:

Prop Master oversees and is responsible for the procurement, inventory, and maintenance of all props/items handled by actors and stunt performers, ensuring that they are available on time, and within budgetary requirements. They also ensure that selected props suit the film's style and overall design, and that they accurately reflect the production's time period and culture. They are the first members of the property department to be recruited onto productions, approximately five weeks before principal photography begins.

Duties & Responsibilities:

During pre-production Property Masters work with Directors, actors, production designers and art directors to break down the script, and to determine what props are required. At this stage, Property Masters carry out research into period props, by referring to archives, internet files, books and photographs, or by discussing the requirements with specialized advisors. Property Masters subsequently draw up complete properties list and upon an approved budget they procure the props needed to complete the scenes.

Requirements:

Property crews usually consist of a team of qualified people, and must therefore have excellent leadership, management and motivational skills. They should be able to cope with pressure and be willing to work long and unorthodox hours to meet tight deadlines. Having excellent organizational, planning, practical, and time management abilities are vital, as are written,

oral communication and presentation skills. Good computer skills are important also. Property Masters must have solid financial skills and be able to work within budgets. They need confidence in order to negotiate successfully with suppliers and manufacturers. Craft, repair and research skills are useful, and a full driving license is essential. The role may involve significant manual labor and can be physically demanding.

The Property Masters' role is not an entry-level job. They usually have many years' experience in the props department and have worked as standby props and assistant property master.