

### **Overview of Role**

The props store person or master assists the props master (PM), organising the delivery, transport and storage of all hired and bought-in props for production. They must organise the props storage area in accordance with the production schedule. They are responsible for ensuring collection, installation and returns of props are managed according to the props schedule. They keep records up to date in relation to collection, storage and returns of props. They must maintain a good professional relationship with suppliers and prop hire companies.

### **Core Responsibilities:**

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

#### **1. Store props for use in productions**

- ☒ Work with the props master (PM) to identify an appropriate prop store near production base or in the studio
- ☒ Set up a secure and functional prop room, with sufficient office, kitchen and storage space, and appropriate hygiene facilities
- ☒ Examine and discuss all props requirements identified in the script breakdown
- ☒ Establish lines of communication across the team
- ☒ Advise the stores team of when and where props are arriving from
- ☒ Identify any props that may have specific storage requirements, for example fragile props or edibles
- ☒ Ensure that the stores team are fully briefed around specific storage requirements, such as for fragile props, and have the resources in place for appropriate and safe storage
- ☒ Arrange correct transport for pick-ups and drop offs, making bookings in line with the props budget and in consultation with the PM
- ☒ Ensure all props are received and any missing items or damage is communicated to the prop house or maker within the allocated time frame
- ☒ Maintain accurate records of props, consumables and transport throughout the production and include this in any wrap reports
- ☒ Monitor the release of props for dressing and shooting in collaboration with stores and chargehands
- ☒ Liaise with drivers to ensure movement of props is carried out efficiently and to the agreed schedule
- ☒ Ensure that consumables (for example screws, tapes, nails) are being ordered, stored and distributed throughout the team as required
- ☒ Work with the PM and chargehands, to ensure that the props teams are presenting and storing props that are clean and have been appropriately prepared
- ☒ Work with home economists for any large-scale food scenes and to ensure compliance with food hygiene legislation
- ☒ Arrange for the collection, delivery, return, storage, recycling, and disposal of props throughout the production

## **2. Organise the transportation of props**

- ☒ Consult with production and other heads of department to identify delivery requirements in line with production and shooting schedules and construct a flexible transport schedule
- ☒ Review and address any schedule changes
- ☒ Advise the set decorating team when props have been checked in and are ready to dress the set
- ☒ Ensure that the stores team has good lines of communication with the set decoration team to enable a smooth delivery process
- ☒ Confirm with transport companies that vehicles and drivers are fit for purpose, and available on the required days
- ☒ Check when props are leaving the prop room and their destination, confirm with the team that this has taken place as scheduled
- ☒ Ensure all transport schedules are up to date and easily accessible for team members, communicating changes as required
- ☒ Ensure that the stores team has a system in place for checking props in and that this is used throughout the production
- ☒ Work with the PM and coordinator to ensure that packing materials and consumables are available to the stores team to pack and protect props securely for transport
- ☒ Agree with the PM how high value or fragile props will be protected, and communicate this information to the stores team
- ☒ Report any loss or damage during transportation to the production
- ☒ Acquire appropriate permissions, documentation and security arrangements for transportation of props in the UK and internationally
- ☒ Execute procedures in the event of malicious damage or theft to props in transit or in the props room, communicating information with production team
- ☒ Liaise with asset coordinators and product placement companies when any issues with damage arise
- ☒ Ensure production are kept informed of any schedule or budget impacts
- ☒ Review and assess all safety and security measures required when props are travelling and communicate these to the wider team
- ☒ Ensure all records for props hire, purchase and delivery are accurate, recorded and maintained
- ☒ Monitor the safety and security procedures and adapt accordingly, communicating any changes to the PM and production as necessary

## **3. Strike dressed sets when production is complete**

- ☒ Work in accordance with the agreed timescales and deadlines for striking sets
- ☒ Confirm permissions to strike have been given to the PM
- ☒ Ensure that there are sufficient packing resources and that all dressers are packing props carefully and in line with the schedule
- ☒ Work collaboratively to carry out the strike tasks to ensure that work is completed to strike deadlines
- ☒ Confirm that all props are labelled, packed and handed over to the props drivers for the most expedient, safe and secure drop offs
- ☒ Check that all the paperwork is correct and handed to drivers returning to prop houses
- ☒ Liaise with the chargehands, stores team and PM, regarding any damage to, or loss of, props and communicate wider as required

- ☒ Ensure any damage and loss to props during the strike is communicated to stores to enable prompt revisions to paperwork, records and conversations with prop houses
- ☒ Work with the props team and production to store items carefully in a secure environment as required
- ☒ Ensure all documentation is available to provide ease of access for future shoots
- ☒ Work with asset coordinator and the props team to identify which props can be recycled or disposed of and ensure delivery to agreed organisations or places
- ☒ Ensure that all props are returned in the agreed condition

#### **4. Wrap sets when production is complete**

- ☒ Check the strike and wrap schedule and revise plans to accommodate any changes to the timeline
- ☒ Consult with other departments as required on strike schedule and obtain any pertinent information
- ☒ Liaise with other departments, including production asset management, to determine which items are to be returned, stored or sold at wrap
- ☒ Ensure there are photographic records of all items, and liaise with stores to ensure that all documentation and assets are accurately catalogued
- ☒ Ensure the wrap book is complete and accessible, and distribute to all agreed parties
- ☒ Ensure dressing teams have access to sufficient and appropriate packing resources and are in budget
- ☒ Implement special arrangements for packaging and protecting high value and fragile items
- ☒ Assess and arrange transport and plant requirements
- ☒ Ensure that those props no longer needed are separated, disposed of, returned or recycled
- ☒ Complete all required wrap documentation to schedule and deliver to PM and production
- ☒ Monitor the storage of all props for future use to ensure their condition is maintained; providing information on where props are for future access
- ☒ Follow procedures for addressing malicious damage, theft and missing props and inform production at the earliest opportunity
- ☒ Ensure all permissions and requirements for carnets of props being shipped overseas are accurately completed in line with current regulations

#### **5. Comply with health and safety requirements**

- ☒ Work in compliance with health and safety legislation, regulations, and protocols and ensure the team complies
- ☒ Work with the production's health and safety team to develop comprehensive risk assessments for working with props
- ☒ Communicate and monitor safe and productive working practices to the stores team
- ☒ Follow manual handling lifting techniques and arrange suitable collection for large props

### **Role Specific Skills:**

- ☒ Manage the props stores and understand the storage requirements of fragile, specialist or high value items
- ☒ Manage the props store and movement of props in line with the production schedule
- ☒ Facilitate the transport of props to sets and their return
- ☒ Maintain props records including online systems for cataloguing and sharing photos and information
- ☒ Manage the stores team, providing training for assistants as required

### **Transferable Skills:**

- ☒ Communication: interpreting other's requirements and communicating requirements to other departments and colleagues
- ☒ Team-working: collaboration within own and with other departments, liaising with the props team, set decoration team, transport and stores teams
- ☒ Problem-solving: contingency planning and resolving issues so that productions remain on schedule

### **Attributes:**

- ☒ Resilience and enthusiasm: adapt positively to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production
- ☒ Productivity: organises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations and escalates appropriately when necessary
- ☒ Ethics and integrity: honest and principled in all of their actions and interactions. Respectful and inclusive of others, and meets the ethical requirements of their profession
- ☒ Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment