

### **Overview of Role**

The standby props works as part of the props team. They work with the props master (PM), the action props buyer (APB) and props store person to ensure that the correct props are available for use on the set. They are responsible for ensuring that props are placed and used so that continuity is maintained from shot to shot and across the entire production. They maintain and repair props between shots and also instruct crew and cast on the correct use of props.

### **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. Interpret the brief and prepare to dress the set**

- ☒ Prepare a standby script breakdown in consultation with the PM, APB and the standby art director, including lists of all on set requirements
- ☒ Liaise with locations team to access locations and studio to set up each day
- ☒ Arrange and check the prop working area on and by the set, ensuring that all required props, tools and equipment are ready, dressed and available for easy use
- ☒ Check that any necessary concealment is in place using camouflage or other approaches as required
- ☒ Ensure the day box is prepped, accessible and includes all possible requirements
- ☒ Use tools, including power tools, on set as required
- ☒ Take care with all props, action and dressing, at all times and confirm any rare, fragile or high value cost items, communicating this to the set if required
- ☒ Liaise with the AD team, APB and / or PM to ensure that anyone using action props on set are familiar with them and are confident to use them effectively
- ☒ Liaise with the electrical department to ensure safety of props
- ☒ Consult with other departments in advance, for example the costume department for handbags, as to who will be responsible for storing props
- ☒ Liaise with the PM and / or assistant props master to bring in a dressing team to achieve this if necessary
- ☒ Confirm with the stores team that all props are safely secured or returned at the end of each day, paying particular attention to those with high value
- ☒ Ensure that the set is left clean and ready for shooting

#### **2. Instruct, train and supervise cast and crew to use props**

- ☒ Check that all props are maintained and fully functioning prior to the shoot
- ☒ Take action as required, and communicate this to the PM if maintenance work impacts the schedule
- ☒ Plan and deliver training in the use of props and equipment, informing all crew as required
- ☒ Explain and demonstrate the characteristics, uses and restrictions of all props to cast and crew as required
- ☒ Provide cast and crew with opportunities to ask questions and seek clarification on the use of props

- ☒ Observe props in use, ensuring script requirements are met, cast and crew safety is checked and props are cared for
- ☒ Communicate to cast and crew if props are causing danger or at risk of being damaged
- ☒ Inform all relevant personnel when performers are using props in a manner likely to cause damage or danger
- ☒ Repair and make amends to props on set, liaise with the PM if repairs are unable to be made
- ☒ Ensure that all action props have been collected from cast on wrap and are stored appropriately as agreed, liaising with the AD team as required
- ☒ Liaise with the APB and PM if there is product placement on set, knowing how it is to be used in line with the production agreement, working with the camera and AD team to ensure it is captured
- ☒ Keep continuity records of props used in action, for both cast and background artists, upload and distribute photographs and notes as required

### **3. Prepare and maintain props**

- ☒ Ensure that all props required for the shooting day are on the standby truck, that all dressing is in place and signed off
- ☒ Handle and store props with care, ensuring that props are protected and ready for use, particularly those which have a high worth
- ☒ Check that props are in working order and safe condition for use to protect yourself and others from danger
- ☒ Recognise props that have been damaged or are malfunctioning, take action and consult with senior members of the team for guidance and sign off
- ☒ Liaise with the stores team to ensure all paperwork is amended to reflect revisions
- ☒ Ensure that any props not in use are ready to be dressed or used on set and are working, and appropriately stored until required
- ☒ Respond quickly, efficiently and safely to requests to modify or repair any props required on set
- ☒ Liaise with the props team for modifications and repairs to be carried out when these cannot be carried out on the set
- ☒ Liaise with the home economist for handling and storage of edible props in line with hygiene regulations and protocols
- ☒ Check and confirm the facilities for storing edible props are correct, liaising with a home economist as required
- ☒ Ensure that the props room and truck are kept clean, tidy and organised throughout the shoot
- ☒ Work with the stores team to ensure all props are returned in the agreed, or good, condition to the prop store once they are no longer needed
- ☒ Work with the stores and wider props team to arrange the storage, recycling or disposal of props and other materials in line with production requirements
- ☒ Take action to prevent mishandling, loss or damage to props

### **4. Maintain the continuity of props and set dressing**

- ☒ Create a detailed script breakdown and consult with PM, APB and standby art director on shoot requirements
- ☒ Check and confirm with stores and the PM, that all props are available in the agreed condition, in accordance with the props script breakdown
- ☒ Work in accordance with the agreed timescales and deadlines for shooting
- ☒ Mark-up original placements of props for any accurate redresses or return to first positions when retaking

- ☒ Photograph props, and their positions on set to provide continuity for further filming in line with production permissions
- ☒ Note any changes in use of props during individual takes and mark up any changes to the look of the props (for example, flowers, food, or drinks)
- ☒ Check all props regularly and change / amend as necessary, consulting with the PM and taking into account budget considerations
- ☒ Suggest sources of repeats and duplicate props as required in consultation with the stores team and / or PM
- ☒ Manage and provide repeat props for use on set
- ☒ Update records of any additional requirements once shooting has begun and distribute this information as required
- ☒ Liaise with other departments regarding the use of props such as costume, sound, ADs and director
- ☒ Create and distribute a wrap book on completion of the shoot outlining all continuity notes and including any other pertinent information for production and any additional photography

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

- ☒ Work in compliance with health and safety legislation, regulations, and protocols at all times
- ☒ Report any dangerous behaviours immediately
- ☒ Deal with difficulties and hazards associated with props, removing from the set immediately if they are not fit for purpose

#### **Role Specific Skills:**

- ☒ Script breakdown and interpreting on set props requirements
- ☒ Liaise with the PM and APB to provide props in line with production requirements
- ☒ Props handling, specialist care and maintenance
- ☒ Props continuity on set with attention to detail and acute focus
- ☒ Support the training of standby props trainees and juniors

#### **Transferable Skills:**

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

**Attributes:**

- ☒ Resilience and enthusiasm: adapt positively and quickly 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