



Props Manager / Assistant

Role Type: Volunteer

Time Commitment: 2-4 hours per week during pre-production and rehearsals, with increased hours during show week.

Location: Flexible, with in-person work during rehearsals and performances.

Overview:

Love getting hands-on with creative projects? As our Props Coordinator, you'll help bring the world of the production to life. Whether sourcing, building, or adapting props, your work will make every production immersive and authentic. If you're resourceful and detail-oriented, this role is a perfect fit!

Key Responsibilities:

- Collaborate with the production team to identify all props required, creating a detailed props list.
- Source props within budget, utilising online stores, charity shops, and rentals.
- Build or modify props as needed to suit the production.
- Attend rehearsals regularly to ensure cast members have access to rehearsal props.
- Manage the setup and organisation of props backstage during show week.
- Maintain and log the props inventory in our store for future productions.

Skills Required

- **Creativity and problem-solving** – ability to source, adapt, or create props to fit the show's needs.
- **Attention to detail** – ensuring props are historically accurate, functional, and appropriate for the production.
- **Budget management** – finding cost-effective solutions while maintaining quality.
- **Organisation and time management** – keeping track of multiple props, ensuring they are ready when needed.
- **Practical crafting or DIY skills** – ability to build, paint, or modify props as required.
- **Teamwork and communication** – collaborating with show directors, stage managers, and cast to ensure smooth prop handling.
- **Ability to work under pressure** – handling last-minute prop needs and quick fixes during performances.

KPIs:

- All props sourced and ready for use by the final dress rehearsal.
- Props budget adhered to within a **10%** variance.
- Positive feedback from the cast on the availability and quality of rehearsal and performance props.

Why You'll Love This Role:

You'll play a vital part in creating the magic of live theatre, combining creativity with problem-solving. It's a rewarding role that lets you see your hard work shine on stage.