

Scenic and Props Designer Role Description

67th Season | 2025-2026



Overview

The Scenic and Props Designer has a creative imagination for seeing new possibilities in props from previous shows or unconventional materials. They will discuss their ideas with the Director regarding set design and decor, make a list of props and décor to be acquired and obtain the Director's approval for each item. They must be prepared to change or alter any item deemed not suitable and not be afraid to ask questions. They must be willing to work collaboratively with the Director to bring the Director's vision life while maintaining the integrity of the script. They think outside the box, allowing them to stay within budget and develop creative solutions, while also possessing strong organizational skills.

Key Duties and Responsibilities

- Thoroughly understand the script, including the story, characters, setting, time of year and day, weather, etc. for each scene.
- Gain detailed knowledge of each character's personality, nationality, social status, education, profession or job
- Create a notated script marking all places which refer to specific props or set pieces and to mood and emotions, both in general and of the moment.
- Create a set decor and props plan that outlines all set pieces and props that will be needed throughout the show, when they will be needed, and which characters will be handling them
- Coordinate with the Director and costume department to ensure pieces are appropriate in terms of function and aesthetics
- Consult with the Producer to determine a budget and address any budgetary issues that may arise
- Purchase, borrow, and create pieces as necessary while remaining within budget and maintain a detailed financial record of all funds spent
- Coordinate with the Producer to send out calls to cast, crew, and HTI members to borrow items
- Prepare a detailed list of borrowed props, including the lenders' names, addresses and contact information, along with a description of the item borrowed
- Attend production meetings, as required

- Work with the Stage Manager, Director, and Producer to develop a set-build and prop-acquisition schedule, including a deadline for final props acquisition
- Acquire rehearsal props in the first weeks of rehearsal for cast use until final props can be acquired
- Attend all agreed-upon rehearsals dates and set-build days, arriving at least 15 minutes before cast call time to ensure props are ready for cast use
- Prepare final prop lists for cast and crew to review, indicating which actor uses which item at which point in the play, including a preset list and act or scene set-up and strike lists
- Ensure the Producer has an accurate a list of credits for items on loan or donated to be added to the show program
- Work with the Stage Manager to set up a props table backstage, taking into account the timing of scene changes and preparing props that may have to be set during scene changes
- Before tech rehearsals, return any rehearsal props to the appropriate location or person
- Arrive at least 30 minutes before cast call during technical rehearsals to set the stage and props table and ensure that each performer has their props and knows where to find it and return it to
- Attend all tech week rehearsal to alter/fix/repair any props or set-pieces, as required
- Attend all performances to ensure all props are set in the correct location before the start of the show, returned to the correct location at the end of the show, and are in a state ready to be used at the next performance
- Train an ASM to perform pre- and post-show duties in the case of scheduling conflicts
- Assist with post-mortem duties, including tear down, returning all props in good condition to the appropriate person or place, material and rental returns, and other show-wrap tasks
- Ensure all props are stored as directed by the head of set construction and all rental or borrowed items are promptly returned
- Submit all bills and/or receipts, job description manuals and keys to the Producer at show wrap
- In the event borrowed items are broken or damaged consult with the Producer and Head of Set Construction to determine the appropriate course of action
- Other duties as necessary