

# Head of Set Construction and Props

## Overview

The Head of Set Construction and Props oversees the designs and measurements provided by production set designers and lists of props provided by production stage managers. They are responsible for ensuring that the set is built and all props are obtained by tech week.

## Duties and Responsibilities

- Work closely with set designers, producers, and stage managers to develop cost estimates for materials required for the build (e.g., lumber, paint)
- Acquire props internally and externally according to the list provided by the stage manager
- Purchase materials needed with funds allotted by the Board of Directors, collecting receipts and submitting them to the producer as necessary
- Assemble a crew of volunteers to build, paint, and collect set pieces and props
- Arranging a schedule outside of rehearsal times to build, paint, and collect set pieces and props
- Maintain an accurate inventory of props and supplies on hand
- Ensure the props shed is kept neat and orderly
- Produce monthly reports for the Board of Directors

## Time Commitment

- Estimated 3–5 hours per week, with increased activity during productions

## Accountability and Support

HTI's volunteer roles are designed to support the theatre's operations without overburdening any one person. Each role is responsible for ensuring the duties are completed—not necessarily by doing everything personally, but by recruiting volunteers or hiring paid support as needed (with Board approval). Volunteers are encouraged to take ownership of their role while maintaining a strong work-life balance. If unable to attend a scheduled event or fulfill a task, volunteers must arrange suitable coverage in advance.