
Overview

This standard is about planning and organising the activities of the Props Department.

The role requires you to prepare script breakdowns for props and liaise closely with other departments. It covers recruitment for other skilled colleagues for the Props Department and arranging vehicles and transport for props.

This standard is suitable for the role of Props master. *

*This is a generic term and not gender specific.

Performance criteria

You must be able to:

1. liaise with the Production Department about requirements for Props personnel
2. negotiate terms and conditions of contracts with other members of the Props Department
3. prepare a script breakdown for props, including set by set breakdowns
4. identify specialised prop requirements for use in the production
5. attend technical recces to calculate Props and personnel requirements for each shooting day
6. check and confirm that Props personnel are fully trained in the use of specialised equipment, machinery, or props
7. inform all relevant personnel if special effects equipment is required
8. arrange the set-up of a secure Prop Room with sufficient office and storage space
9. arrange transport for props
10. arrange insurance as required
11. work in compliance with health and safety legislation, regulations, and protocols

Knowledge and understanding

You need to know and understand:

1. how to interpret the script breakdown
 2. the production requirements for props
 3. how to liaise promptly and effectively with members of other departments
 4. how to identify the personnel and skills requirements
 5. the recruitment process for the Props Department
 6. how to negotiate terms and conditions for contracts
 7. how to identify props which require practical elements such as running water for bathroom or kitchen sequences
 8. how to identify special effects equipment
 9. which props may need replacing for re-takes and continuity purposes
 10. the specific cost implications involved in the loss of, or damage to, product placement items
 11. how to ensure that suitable vehicles with qualified drivers are hired
 12. how to ensure that suitable and adequate insurance arrangements are in place
 13. the health and safety legislation, regulations, and protocols
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Plan the activities of the props department to meet production needs



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