
Overview

This standard is about identifying the requirements for manufacturing props from script breakdowns in house or outsourced. It is about planning and scheduling the manufacturing requirements and monitoring progress.

This standard may be suitable for the role of Props master. *

*This is a generic term and not gender specific.

Performance criteria

You must be able to:

1. identify the requirements for props from script breakdowns
2. liaise with all other departments, suppliers or manufacturers when required to identify prop requirements for each scene
3. justify having props made or manufactured
4. analyse information sources to identify manufacturing requirements
5. prepare estimates of the materials, tools, and equipment for the manufacture of props
6. identify the characteristics of the materials and confirm requirements with decision makers
7. schedule the manufacturing of props to make them available when required, allowing sufficient time for contingencies
8. obtain materials and make supply arrangements, so that manufacturing can be completed to the agreed deadline
9. identify the tasks and skills required to manufacture props, and assign appropriate personnel to manufacturing tasks
10. confirm the availability, safety, and security of manufacturing facilities
11. monitor and review manufacturing operations to confirm that the number and quality of props meets requirements, and that they are produced to agreed deadlines
12. record and file monitoring information, to inform future manufacturing operations
13. use monitoring information to provide other decision makers with progress reports
14. identify factors affecting quality, output and the overall schedule and put contingencies in place
15. comply with health and safety legislation, regulations, and protocols

Knowledge and understanding

You need to know and understand:

1. methods of identifying requirements for manufacturing props from script breakdowns
2. criteria for assessing the need to make props
3. the manufacturing requirements and deadlines
4. sources of information about manufacturing companies, and their capabilities
5. how to prepare estimates of materials, tools, and equipment
6. how to keep accurate records and reports of props manufactured
7. how to plan for contingencies
8. how to determine the skills required to make props
9. the required manufacturing facilities, including their safety features
10. different manufacturing methods and how to select the most suitable method
11. how to deal with factors affecting quality, output, and the schedule
12. the relevant health and safety legislation, regulations, and protocols

SKSPRP3

Plan and monitor the manufacture of props to meet production needs



Developed by	ScreenSkills
Version Number	3
Date Approved	30 Mar 2022
Indicative Review Date	30 Mar 2026
Validity	Current
Status	Original
Originating Organisation	ScreenSkills
Original URN	SKSPRP3
Relevant Occupations	Arts, Media and Publishing, Crafts, Creative Arts and Design, Media and Communication, Media Associate Professionals, Performing Arts
Suite	Props for Productions
Keywords	props; plan props; monitor manufacture of props; script breakdowns; manufacturing requirements; costs; props master;
